

MINUTES
April 23, 2013
17th District Agricultural Association
Grass Valley, California

THE REGULAR MEETING OF THE BOARD OF DIRECTORS of the 17th District Agricultural Association was held on Tuesday, April 23, 2013 at 4:00 p.m. in the Board Room of the Administrative Office of the Nevada County Fairgrounds.

President Browning called the meeting to order and declared a quorum at 4:00 p.m. Directors present: Tom Browning, Arnie Romanello, Sandy Ballou, Shanti Emerson, Karen Henderson, Simi Lyss and Jeanette Royal.
Excused Absence: Skip Lusk and Bill Schultz.

Introduction of Guests and Staff

CEO Sandy Woods, Deputy Manager Robin Hauck, Joe Lester and Dan Prout were present.

Motion 2013-23: Approval of March 19, 2013 Minutes: Motion by Director Romanello, seconded by Director Emerson to approve the minutes of the March 19, 2013 meeting. Motion carried.

Financial Reports:

- **Motion 2013-24: Approval of March 2013 Financial Report** - Motion by Director Ballou, seconded by Director Romanello to approve the March 2013 financial report. Motion carried.
- **Motion 2013-25: Approval of Purchase Reimbursements** - Motion made by Director Ballou, seconded by Director Lyss to approve reimbursements for staff purchases up to \$100 may be made out of the petty cash fund with proper supporting receipts.

Approval of 2013 Contracts

Motion 2013-26: Motion by Director Romanello, seconded by Director Lyss to approve the hazardous Standard Contracts written in March and April 2013. Motion carried.

Motion 2013-27: Motion by Director Lyss, seconded by Director Ballou to approve the non-hazardous Standard Contracts written in March and April 2013. Motion carried.

Motion 2013-28: Motion by Director Ballou, seconded by Director Lyss to approve the Judges Contracts written in March 2013. Motion carried.

Motion 2013-29: Motion by Director Lyss, seconded by Director Romanello to approve the Fair Vendor Contracts written in March 2013. Motion carried.

Correspondence: Directors were provided copies of the following correspondence:

- Dan Prout – Board meeting and karaoke
- Charity Hollman and Bobbi Chasin – karaoke response letter
- Susan George, Regional Chamber of Commerce - thank you for providing items for the San Francisco Tour Guide swag bags.

- Blue Star Mothers of America, Inc. – thank you for the use of the Gate 1 parking lot during the Gold Star Memorial Bridge dedication.

Fair Report:

- **2013 Arena Events**
 - **Approval of Wednesday arena event** – Staff presented research on possible events for Wednesday night in the Arena. After a lengthy discussion it was decided to work with Jeff Davis of Four Star Rodeo to come up with a “locals” night of fun ranch competitions and to not charge an admission to the grandstands.
- **Carnival Butler 2013 Fair letter** – Butlers confirmation letter of 2013 ride coupon and Pay One Price (P.O.P.) prices was given to the Board for their information.
- **Treat Street Food Booths**
 - **Truckee Rotary Club** – The Truckee Noon Rotary Club has decided to take a one year hiatus from their Fair booth. An ad will be going out in the paper asking interested local non-profits to apply.
 - **The Pavilion - Approval of Construction Project** – The Pavilion beer booth has not been properly maintained by the non-profit organization responsible for operating the booth during Fair. The Fair maintenance staff will “patch” the booth and the non-profit may continue to operate The Pavilion beer concession through the 2013 Fair. The booth will be torn down after the Celtic Festival in October and the Fairgrounds/Fairgrounds Foundation will rebuild the booth in early 2014. The booth will remain under the control and responsibility of the Nevada County Fairgrounds. The Nevada County Fairgrounds Foundation will operate The Pavilion beer concession beginning in 2014 and going forward. In 2014 the non-profit, formerly operating The Pavilion beer booth, may operate a beer concession at the Gate 3 area formerly utilized by the Fair Foundation’s beer concession. It is understood that the non-profit beer concession at Gate 3 will be a temporary booth.
Motion 2013-30: Motion by Director Lyss, seconded by Director Romanello to approve The Pavilion construction project. Motion carried with one opposed.
 - **Vendor Meeting** – June 25th at 5:30 PM in Sugar Pine Lodge.
- **Beer Concessions**
 - **Beer Concession Meeting** – June 19th at 3:00 PM in the Board Room of the Fair Administration Office. The organizations Chairs will receive the alcohol training and are then responsible to train all members who will be selling and serving alcohol in their respective booths during the Fair.
 - **Approval of Beer Concession Contracts** – In reviewing Exhibit A of the Beer Concessionaire Contract recommendations of changes were made. Staff will update Exhibit A and bring it forward to the May Board Meeting to be approved.
- **Sponsorship Program** – The Board was provided the Trade Sponsorship Packages description for their information.

- **Junior Livestock Auction – Market Beef Entries** – Market Beef entries closed Friday, April 5th, with 46 steer entries and 3 backups. Market goats, sheep and swine entries open May 20th and close on Friday, June 7th.
- **Competition Handbook** – The Competition Handbook is in the process of being proofed.
- **Awards program – Directors Sponsorships** – The Board was reminded that if they are going to sponsor awards for the Fair that they need to sign up now so that they will be listed in the Competition Handbook.
- **Entertainment – Grounds and Stage** – Grounds entertainment includes The Birdman and the Free Flight Bird Show, Have Trunk Will Travel and Circus Imagination. The deadline for stage applications has just past and the stage managers will be contracting bands and demonstrations as stage entertainment.
- **Fair Employees** – Job Fair will be held May 16th, 2:00 PM to 6:00 PM in the Main Street Center.

Draft Horse Classic (DHC) Report –

- **Succession Plan Update** – Sally Semas, DHC Show Manager is talking with Clay Maier to succeed her in the setup of entertainment during the show.
 - **Approval of Admission Fees** – Approved in March.
 - **Approval of Premium Book Changes** – Staff was asked to research other Draft Horse Shows to compare stall fees, entry fees and possibly eliminating “Head Money” and replacing it with add backs. (Note: “Head Money” is the amount paid to exhibitors competing in a class but not placing in the award money – essentially its participation money to offset some of the exhibitor’s expense.)
- Motion 2013-31:** Motion by Director Ballou, seconded by Director Royal to increase the Tie Stalls and the Tack Areas by \$10 or more if research supports. Motion carried. Staff recommends the following Premium Book changes for 2013:
- Eliminate “Head Money” for Class 11 – Farm implement
 - Reduce “Head Money” from \$30/entry to \$25/entry for the following classes:
 - Class 12 – Tandem, Hitch Type
 - Class 21A – Americana – Open – Farm, Agricultural or Historical
 - Class 21B - Americana – Open – Commercial/Municipal
 - Reduce “Head Money” from \$45/entry to \$40/entry for the following classes:
 - Class 13 – Unicorn, Hitch Type
 - Class 14 – Three or Four Abreast
 - Reduce “Head Money” from \$60/entry to \$55/entry for the following classes:
 - Class 15 – Four Up, Hitch Type
 - Class 16 – Fours – Amateur To Drive – Reinsmanship
 - Class 17 – Four Up – Driving Competition
 - Reduce “Head Money” from \$90/entry to \$85/entry for the following classes:
 - Class 18 – Six Up, Hitch Type – Open
 - Class 19 – Six Up, Hitch Type – Driving Competition

Motion 2013-32: Motion by Director Lyss, seconded by Director Royal to approve staff recommendations for the Premium Book changes for 2013. Motion carried.

- **General Planning – Judge, Announcers and Music** – This year’s DHC Judge is Gordy Ruzicka, the announcers are Paul Gingerich and Bonnie Reed and music will be provided by Stacy Raymond, Mobile Music Express from Colorado.
- **Draft Horse Classic Highlight Show** – Scheduled to air on RFD TV’s (Rural America’s Most Important Network) Rural Heritage Program June 7th.
- **Nevada County Grown – “Bounty of the County”** – No updates at this time.

CEO Report:

- **Strategic Plan Update – next steps**
 - **Approval of Mission and Vision Statements** – The Goals, Mission Statement and Vision Statement were provided to the Board for their review. Staff was asked to shorten up the Mission Statement and revise the Vision Statement to look more towards the future.
- **Maintenance – Rotary Voluntary Work Day – May 4th** – Volunteers will be painting the Horse Barns, staining fences, re-roofing the arena box office, concession, restrooms and the beer booth, pouring a concrete slab at The Pavilion, raking pine needles, working on the Highway 20 marquee and more.
- **Proposal ~ Nevada County Fairgrounds – Preservation Award** – CEO Woods proposed developing a Preservation Award that will be presented annually for efforts put forth to preserve the Fairgrounds. Staff will work on a design and placement of such an award.
- **Interim Events & Rentals** – The Union’s Home and Garden Show is this weekend kicking off the year’s interim events.
- **Bagley Keene Act – Audio or video recording of Board Meetings** – Jerry Blair of the Department of Justice states that in general, the Board cannot restrict the public’s right to record and/or broadcast the public proceedings unless it is disruptive of the proceedings. Specific /detailed information on this topic can be found in the Bagley Keene Act (Government Code) section 11124.1.
- **Director & Staff Training** – Sexual Harassment Training – June 18th at 2:00 PM in the Board Room of the Fair Administration Office.
- **Department of Food & Agriculture** – No report.
- **Division of Fairs & Expositions (F&E)** – No report.
- **California Fairs Services Authority(CFSA) – Loan Program** – CFSA’s Board of Directors approved a loan fund of \$1.25 million utilizing the risk insurance pool reserves to provide financing for member District Agricultural Associations and County government Fairs participating in the General Liability and/or Workers’ Compensation Programs.
- **Western Fairs Association** – Carrie Wright, WFA Marketing Director, has been appointed Programs Manager for the California Exposition and State Fair by Governor Jerry Brown.
- **California Fairs Alliance (CFA)**
 - **Legislative Update SB741** – Senate Bill 741 received unanimous bipartisan support from the Senate Agriculture Committee on April 16th. The bill changes several sections of state law that governs the state's 54 DAA’s in order to give them greater local control over contracting, procurement and reporting. DAA’s are governed directly by the state, even though most use the name

"County Fair." This bill makes no changes in the current status of the Fair's employees, property or open meeting laws; however, it does free them from a variety of roles designed for large state agencies that provide statewide services.

- **Department of General Services (DGS) – ORIM Vehicle Assessments** – CFA has an Administrative Relations Committee working with DGS on the ORIM Vehicle Assessments and a committee researching alternative funding for California Fairs.
- **State Fire Marshal** – Continuing to work with the State Fire Marshall in lowering their inspection hourly rates and allowing DAA's to work with their local Fire Departments.

Deputy Manager Report:

- **4-H Reunion** – 2013 is the 100th Anniversary of 4-H in California and the 100th Anniversary of 4-H in Nevada County. Every five years 4-H holds a reunion during the Fair. 2013 is a reunion year and Nevada County 4-H is working on additional activities during the Fair to celebrate their 100th anniversary.

Nevada County Fairgrounds Foundation Report:

- **Heritage Steer** – Our 49er Feed and their supplier are donating the grain for the Heritage Steer.
- **Appreciation Picnic** – The Appreciation Picnic will be a larger event this year to encompass additional guests who are members, sponsors and such.
- **Script Program** – The SPD Script Program has paid the Foundation \$1880.61 to date.
- **General Update on Foundation Activities** – The Rodeo BBQ will not take place this year, the Foundation has an entry in the Fourth of July Parade that will take place in Grass Valley and the Foundation is gearing up for the Halloween Event.
- **Major Gift Initiative Project** – The Foundation is working with Karen Wood in creating and implementing a Capital Fund Raising Campaign.

Executive Session – Personnel Issue

After convening into regular session, the Board reported that a motion was made, seconded and carried to increase the salary of CEO Woods to the highest level of a Class IV Fair Pay Scale effective Pay Period # 8, 2013. CEO Woods thanked the Board for their support.

Directors Comments – The following comments were made with no action taken:

- Construction of Miner's Clinic in the Glenbrook Plaza area.
- Nevada County Ag Youth Boosters Drive thru Barbecue, Thursday, May 2nd.

New Business

- There was no new business.

With no further business, the meeting was adjourned at 7:00 p.m.

Sandra J. Woods, CEO

Tom Browning, President of the Board