



Minutes

Wednesday, January 29, 2020

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE 17TH DISTRICT AGRICULTURAL ASSOCIATION WAS HELD ON JANUARY 29, 2020 AT 4:00 P.M. IN PONDEROSA HALL AT THE NEVADA COUNTY FAIRGROUNDS.

Roll Call:

Directors Present: Jeanette Royal, Andrew Trygg, Tom Browning, Shanti Emerson, Jim Franks, Barbara McDonald, Arnie Romanello, and Steve Steele.

President Royal called the meeting to order and declared a quorum at 4:00 p.m.

Introduction of Guests and Staff:

Robin Hauck, Nevada County Fairgrounds Foundation; Kendra Atkinson, community member; Patrick Eidman, CEO; and Wendy Oaks, Information Officer.

Public Comment on Items Not on the Agenda

No public comment

Consent Calendar

- A. Minutes, Board Meeting – November 19, 2019
- B. Interim Facility Rentals –November/December 2019 & January 2020
- C. Standard Agreements – November/December 2019 & January 2020
- D. Country Christmas Faire Contracts – November/December 2019
- E. Sponsorship Agreements – November/December 2019

Director Browning requested to pull Item A (November Board Meeting Minutes) and Director Trygg requested to pull Item B (Interim Facility Rentals).

Motion 2020-01: Motion by Director Romanello, seconded by Director McDonald to approve Consent Calendar Items C – E. Motion carried unanimously, 8-0 (**Yes:** Directors Royal, Trygg, Browning, Emerson, Franks, McDonald, Romanello, and Steele).

Director Browning requested corrections to the November minutes – the roll call vote for Motion 2019-72 incorrectly listed Director Royal as having voted affirmatively twice and did not include Director Browning. Director Browning requested that the minutes be corrected to include a single affirmative vote for both Director Royal and Director Browning.

Motion 2020-02: Motion by Director Browning, seconded by Director Steele, to approve the November Board Meeting Minutes (Item A) with corrections. Motion carried unanimously, 8-0 (**Yes:** Directors Royal, Trygg, Browning, Emerson, Franks, McDonald, Romanello, and Steele).

Directors Royal and Emerson requested additional changes to the November minutes.

Change 1 – page 5 of the minutes, under the proposed verbiage for Livestock Recommendation #18, change the verbiage from “If the exhibitor has multiple market species entered, the exhibitor must declare which animal ~~they will be showing~~ following the conclusions of the weigh...” to “If the exhibitor has multiple market species entered, the exhibitor must declare which animal **will be shown** following the conclusions of the weigh ...”

Change 2 – page 9 of the minutes, in the Correspondence section, fourth bullet point, add the word “for” to the sentence so it reads “...and they are accepting applications for members for the 2021 State Rules ...”

Director Steele called the question.

Motion 2020-03: Motion by Director Browning, seconded by Director Romanello, to approve the November Board Meeting Minutes (Item A) with the two additional corrections. Motion carried unanimously, 8-0 (**Yes:** Directors Royal, Trygg, Browning, Emerson, Franks, McDonald, Romanello, and Steele).

Director Trygg requested that RV groups using Tall Pines Cottage at no charge receive a footnote notation in the Interim Facility Rentals report identifying them as RV groups of qualifying size.

Motion 2020-04: Motion by Director Browning, seconded by Director Trygg to approve the Interim Facility Rentals (Item B). Motion carried unanimously, 8-0 (**Yes:** Directors Royal, Trygg, Browning, Emerson, Franks, McDonald, Romanello, and Steele).

Approval of Standard Agreements – Hazardous

CEO Eidman presented a summary of the Hazardous Standard Agreements.

Motion 2020-05: Motion by Trygg, seconded by Director Romanello, to approve the Hazardous Standard Agreements. Motion carried unanimously, 8-0 (Yes: Directors Royal, Trygg, Browning, Emerson, Franks, McDonald, Romanello, and Steele).

Requested Changes to 17th DAA Policy Manual

President Royal announced that the Requested Changes to 17th DAA Policy Manual discussion regarding policy 727.00 (Day Use of District Facilities) and 728.00 (Roller Activities) would be moved up on the agenda to better accommodate guest Kendra Atkinson.

Community member Kendra Atkinson submitted a letter requesting that roller skating be allowed on the Fairgrounds property during open weekday hours and that roller skating be allowed in Main Street Center on Thursday evenings throughout the year.

There was general board discussion regarding the two policies. Director Royal recommended to Ms. Atkinson that she contact Fairgrounds staff if a roller skating club is formally organized and insurance and liability concerns are addressed.

Nevada County Fairgrounds Foundation Report

Foundation President Robin Hauck provided a Fairgrounds Foundation update.

- Karen Henderson resigned from the Board.
- Patti Ingram Spencer has been elected to the Board.
- The Cioppino Feed is March 7. The Cioppino Committee is seeking donations of items for the raffle and the dessert and live auction.
- The 2020 Foundation membership form has been updated.

Director Trygg reported that the Foundation Board did a debrief of the Country Christmas Faire bar and that the Foundation grossed approximately \$4,000. General Board discussion followed regarding the Foundation/Fairgrounds MOU and potential capital improvement projects.

Finance Committee Report

Financial Reports – November 2019

Director Trygg provided a brief update on the November finances.

CEO Eidman reported that he will not present the final December financials for discussion/action until the Statement of Operations and other year-end activities are complete. He also provided an update on the LAIF account.

Motion 2020-06: Motion by Director Browning, seconded by Director Emerson, to approve the November 2019 financials. Motion carried unanimously, 8-0 (Yes: Directors Royal, Trygg, Browning, Emerson, Franks, McDonald, Romanello, and Steele).

17th DAA 2020 Budget

Directors Trygg and Browning reported that CEO Eidman has prepared an appropriately conservative 2020 budget for the 17th DAA. CEO Eidman provided an overview of the budget to the Board and general discussion followed. A Board workshop to discuss the budget process was scheduled to be conducted prior to the regularly scheduled Board meeting on Tuesday, March 17.

Motion 2019-07: Motion by Director Trygg, seconded by Director McDonald to approve the 2020 17th District Agricultural Association budget. Motion carried unanimously, 8-0 (Yes: Directors Royal, Browning, Emerson, Franks, McDonald, Romanello, Steele and Trygg).

Capital Improvements Committee Report

Directors Royal and Steele reviewed the Nevada County Fairgrounds 2020/2021 Project List, and general board discussion followed.

Concessions Committee Report

No report.

Forest Management & Improvement Committee Report

Director Emerson reported that the committee took a tour of the grounds to see the trees being removed. She reported that 22 trees had been removed (one from root rot, the remainder from bark beetle infestation) and that the county removed three trees outside Gate 1. All trees removed were located outside the innergrounds. The cost to remove the trees was \$4,470 and the cost of stump grinding is unknown at this time. The Fairgrounds received \$1,057.60 from the sale of the logs.

Governance Committee Report

No report

Interim Events Committee Report

Director Emerson reported that California Care Force at the Fairgrounds provided medical, vision and dental care to approximately 850 people. Additionally, she reported that the January Wedding Fair was well attended. She suggested the Fairgrounds have a booth at the event.

Livestock and Ag Mechanics Committee Report

Director Franks provided an update on the Virulent Newcastle Disease outbreak in California based on a recent letter from the California State Veterinarian. The committee will make a recommendation at a future Board meeting regarding the status of the poultry show at the 2020 Fair.

Ad Hoc Memorial Committee

Director McDonald reported that the committee will meet in February.

Ad Hoc Cannabis Event Policy Committee

No report

Nomination of Officers

President Royal announced that the Nomination of Officers would be moved up on the agenda to accommodate Director Romanello, who needed to leave the meeting early.

Director Browning recommended that the current Board President (Director Royal) and the current Vice President (Director Trygg) remain as the officers for 2020. The Board will accept additional nominations at the February Board Meeting before closing nominations and voting for officers.

Director Romanello left the meeting at 5:45 pm

Correspondence

CEO Eidman shared the following:

- A letter from CDFA regarding DMV Employee Pull Notice Program. Effective immediately, DAA CEOs are responsible for registering, updating, and reviewing the driving record for DAA employees who drive for official DAA business off DAA grounds.
- A letter from CDFA with an update on the SB 84 supplemental payment obligations.
- A letter from CDFA regarding the homelessness executive order issued by Governor Newsom. CDFA has been directed to conduct an initial assessment of fairgrounds near jurisdictions where a shelter crisis is in effect.
- A letter from CFSA regarding insurance information alert, which includes revisions to insurance requirements regarding hazardous activity participant waiver use and procedures.

Updated Nevada County Fairgrounds F-31 Rental Agreement Template

CEO Eidman shared the CDFA-revised F-31 Fairtime and Interim Event Rental Agreement template. There was general Board discussion.

Motion 2020-08: Motion by Director Browning, seconded by Director Steele, to approve the use of the updated F-31 Fairtime and Interim Event Rental Agreement template, with authority to add or delete contract clauses and exhibits as appropriate. Motion carried unanimously, 7-0 (Yes: Directors Royal, Trygg, Browning, Emerson, Franks, McDonald and Steele).

2020 Western Fairs Association Convention

Directors Browning, Emerson, Franks, McDonald, Romanello and Royal reported on various classes they attended at the WFA Convention in Reno. CEO Eidman and Information Officer Oaks reported on classes and meetings they attended at the convention. Information Officer Oaks also reported on a presentation she did at the "Coffee with Winners" at the convention on the Fair's Inspiring Collaboration winning entry, Search for the Sheriff Star. She also shared that the Fair received 16 awards in the WFA Achievement Award program, including awards for the T-Rex Races at the Destruction Derby, the Fun Fair Camp, Family Farm, the "Farms, Food & Fun!" theme development, the yard games in Magic Forest, two Fair photos, and various promotional pieces.

2020 Nevada County Fair – August 12 – 16, 2020

General Update: CEO Eidman shared that the team is currently looking at ground entertainment options and Wednesday night arena event possibilities.

2020 Draft Horse Classic – September 17 – 20, 2020

Draft Horse Classic Committee Report: Director Trygg shared that the Fairgrounds team is looking at different options and scenarios to grow the Harvest Fair and encourage more attendance. Some options include more activities on the grounds during the event, music, a large attraction to draw people to the grounds, and a possible paid gate fee. CEO Eidman reported that the team is working with Wendy Willoughby to oversee the revised Harvest Fair activities.

2019 Country Christmas Faire – November 29-30 & December 1, 2020

CEO Eidman reviewed the proposed Country Christmas Faire booth pricing, including the addition of a half single booth for \$287 and a double booth with full front access and two corners for \$922.

Motion 2020-09: Motion by Director Browning, seconded by Director Emerson, to approve the addition of two new booth sizes and rental rates for the Country Christmas Faire. Motion carried unanimously, 7-0 (Yes: Directors Royal, Trygg, Browning, Emerson, Franks, McDonald and Steele).

CEO Report

CEO Eidman reported on the following

- The 2017/2018 audit should be completed in February.
- The RV Camp Host resigned. The position is currently being filled by 125-day staff.
- Interviews have taken place for the Senior Maintenance position and the Deputy Manager interviews will begin in February.
- An overview on the Fairs Committee and items discussed, including the 2020 census, fair funding, the reclassification of Fairs, nonprofits and foundations, DAA training, the homelessness executive order, CEO hiring/raises, and board training.

Director's Comments

- Director Steele shared that the Nevada County Farm Bureau Foundation will be hosting the Fair's Family Farm again, and they are working on some fun additions to the area.
- Director Emerson commented that it was a great meeting.
- Director McDonald shared some ideas from the WFA convention.
- Director Trygg suggested that the Fairgrounds find volunteers to wash the Gentle Giant monument in the spring.

New Business

- Director Royal stated that an annual CEO evaluation needs to be completed and that each Board member will receive a CEO evaluation to complete. The February Board meeting will include a closed session to discuss the CEO evaluation.

Adjournment

With no further business, the meeting was adjourned on Wednesday, January 29, 2020 at 7:04 pm.

Patrick Eidman, Chief Executive Officer

Jeanette Royal, President of the Board