

## **26<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION**

Amador County Fair Regular Board Meeting Minutes

Plymouth, California

Thursday, March 12<sup>th</sup>, 2020 – 6:00 p.m.

**CALL TO ORDER:** President Lubenko called the meeting to order at 6:00 p.m. and determined that the requirements of a quorum were met.

**DIRECTORS PRESENT:** Deaver, Halvorson, King, Howard, Boitano, Forster, Manassero, and Lubenko

**OTHERS PRESENT:** Rich Hoffman, CEO; Sherri Elliott, Valerie Anderson, Staff; Jason Wilson, Public; Sarah Pelle (telephonically) , CDFA F&E; Toni La Belle, JLAC; Shasta Rogers, prospective Rodeo Queen Program Advisor, and Karissa Rogers.

### **PUBLIC FORUM:**

None

### **CONSENT CALENDAR**

☐ **APPROVAL OF MINUTES OF THE REGULAR FEBRUARY 13<sup>th</sup> MEETING**

It was moved by Director Deaver, seconded by Director Boitano and carried 8-0, to approve the minutes of the Regular February 13<sup>th</sup> Board Meeting.

☐ **APPROVAL OF FEBRUARY DISBURSEMENTS**

It was moved by Director Halvorson, seconded by Director Deaver and carried 8-0, to approve February Disbursements of \$19,633.24

☐ **APPROVAL OF JANUARY REVENUE & EXPENDITURES REPORT**

Approval tabled until next meeting, pending clarification of Admin Expense GL Code 50100-11-000-A Salaries and Wages-Temp.

☐ **APPROVAL OF AGREEMENTS**

It was moved by Director Boitano, seconded by Director Forster and carried 8-0, to approve the January Agreements.

### **NEW BUSINES:**

☐ **MOU between Fair and Foundation**

Direction given to CEO to Present DRAFT MOU to both the Fair Foundation and F&E Legal Counsel for review and comment.

☐ **Audit Questionnaire**

CEO Hoffman advised Board that the Fair's Auditor needs their audit questionnaires returned A.S.A.P.

☐ **Form 700 Filing.**

CEO Hoffman advised Board that the deadline for completing their Form 700 is April 1<sup>st</sup>, 2020.

☐ **Financial Reporting.**

CEO presented his plan to simplify the monthly financial reporting to the Board. Direction given to CEO to adopt the new reporting with the addition of a 2019 column in the SOP Report.

☐ **Board Required Training.**

CEO advised Board members of the State's training requirements.

☐ **Gift of Bucket Truck.** It was moved by Director Boitano, seconded by Director Manassero and carried 8-0, to accept the gift from the Fair Foundation, of a "Bucket Truck" the Foundation acquired from David Gilmore( formerly of Short Circuit Electric ).

## **OLD BUSINESS**

☐ **Rodeo Queen Contest Presentation**

It was moved by Director Halvorson, and seconded by Director Boitano, and carried 8-0 to thank Ms. Rogers for her presentation and authorize, with the direction of Staff, the 2020 Rodeo Queen Contest to be included as part of the 2020 Fair.

☐ **Reconcile Fair and Junior Livestock Auction Aging Accounts Receivable.**

It was moved by Director Boitano and seconded by Director Forster, and carried 8-0 to adopt the staff recommendations for "Writing-Off" the bad debt presented on the report titled "AR Aged Invoice Analysis balances as of 3/11/2020"

## **MANAGERS REPORT: (Informational)**

☐ **Report to Board regarding Fair, Facilities, and Interim Events.**

Due to the Covid-19 Virus, the Governor has ordered all events with 250 or more attendees be cancelled through March 2020.

☐ **Fire Line Project with CDFA and Prop 68 Bond funds**

DGS Working on Bid Package, Meeting will be scheduled with City of Plymouth and Amador Water Agency.

☐ **Amador County Health Department refrigerator issue**

Director Boitano has agreed to deliver the failed refrigerator to 5<sup>th</sup> Street Supplies and exchange it for a replacement.

☐ **State Fire Marshall (SFM) update**

CEO Reported on a positive meeting with the State Fire Marshal Officials.

☐ **Electrical issues – Foundation Project to Repair downed wires between transformer and Cattle Barn and to Fur & Feathers**

CEO reported that Director Boitano, Robert Moody and himself met with Richard Smith, the Electrical Engineer to discuss a master plan for electrical improvements at the Fair, including plans for a undergrounding of the overhead lines to the Beef Barn and Fur and Feathers Building.

☐ **PG&E PSPS**

CEO reported that he is meeting with PG&E to discuss the use of the fairgrounds as a PSPS relief location.

☐ **Foundation Project Simmons Family Beef Pavilion Progress Report – On hold per State Fire Marshall & fire hydrant replacement.**

☐ **California Fairs Alliance (CFA), SB 368 (McGuire) Funding Fix; AB 1499 (Gray); Proposition 68 (Parks & Rec Bond)**

Sarah Pelle reported that we are nearing resolution on how the AB 1499 funding will be allocated to our Fair.

## **BOARD MEMBER REPORTS: (Informational)**

*Report to Board regarding Fair, Facilities, and Interim Events*

### **ROLL CALL:/EXCUSE DIRECTORS ABSENSES (if necessary)**

Director Boitano moved and Director Howard seconded the motion to excuse Director Hoopes.  
Carried 8-0

**CORRESPONDENCE: (Informational)**

**ADJOURNMENT:**

**Meeting adjourned at 8:00 p.m.**

Certified to be a true and correct copy:

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Board President – Janet Lubenko

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CEO – Richard K. Hoffman

I, Richard K. Hoffman, CEO hereby certify that the notice of this meeting was posted on November 1, 2019 at the 26<sup>th</sup> District Agricultural Association Office, 18621 Sherwood Street, Plymouth, California and on the Amador County Fair website

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Richard K. Hoffman, CEO