



The 23rd DAA Board of Directors meeting is scheduled for Wednesday, Jan 15, 2025, and will be held in the Boardroom, Contra Costa County Fairgrounds, 1201 W. 10th Street, Antioch, CA 94509. You may also access this agenda at www.contracostafair.com.

***23RD DISTRICT AGRICULTURAL ASSOCIATION
CONTRA COSTA EVENT PARK
HOME OF THE CONTRA COSTA COUNTY FAIR
BOARD OF DIRECTORS MEETING
Jan 15, 2025, AT 7:00 P.M.***

Board of Directors:

John Pence – Vice President
Kerry Dolphin
Richard Hobin
Adam Noah
Robert Sherwood

Those persons wishing to attend the meeting and who may require special accommodations, pursuant to provisions of the American with Disabilities Act are required to contact the office of the Chief Executive Officer, (925) 757-4400 prior to the meeting to ensure proper arrangements can be made.

This agenda and all notices are required by the Bagley-Keene Open Meeting Act.

Mission Statement

To provide and support a safe community gathering place while promoting agriculture education.

AGENDA

1. CALL TO ORDER – Vice President Pence

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

2. FLAG SALUTE – Vice President Pence

3. ROLL CALL/DIRECTORS ABSENT – Vice President Pence

4. INTRODUCTION OF GUESTS

5. PUBLIC COMMENTS

Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board's jurisdiction. Please be informed that public participation under Public Comment shall be limited to three (3) minutes per speaker, the Board will not comment or otherwise consider such Public Comment item for business until and unless such item has been properly agenzized at a future meeting.

6. ACTION ITEMS

A. CONSENT CALENDAR

1. Minutes, Aug 14, 2024, Board of Directors Meetings.
2. Interim Contracts 2024
3. Interim Contract 2025
3. Base Camp Contract
4. Standard Agreements

B. COMMITTEE REPORTS

1. Executive – Pence
2. Budget/Finance - Dolphin & Hobin
 - a. July, Aug, Sept, Oct, Nov 2024 Financials
 - b. 2025 Budget
3. Livestock – Dolphin & Pence
 - a. Livestock Exhibitor Handbook
 - b. Auction Update
4. Buildings, Grounds & Facility Development – Hobin & Sherwood
 - a. Facility Project List
 - b. Strategic Plan Goals:
 1. Homeless Issue
 2. Parameter Fencing of Fairgrounds
5. Fair Attractions Committee – Pence & Sherwood

C. YEARLY RESOLUTIONS

1. Bank Signer Resolution
2. CEO Delegation of Authority Resolution
3. Workers Compensation Resolution

7. HERITAGE FOUNDATION REPORT

8. CEO REPORT

9. PRESIDENT'S COMMENT

A Board Elections

10. BOARD COMMENT

11. ADJOURNMENT



23RD DISTRICT AGRICULTURAL ASSOCIATION

BOARD OF DIRECTORS

MEETING MINUTES

TIME & PLACE: A regular meeting of the Board of Directors of the 23RD District Agricultural Association was held at the Contra Costa County Fairgrounds, 1201 West 10th Street, California, on Wednesday, Aug 14, 2024.

**23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:**

Craig Cannon, President
John Pence, Vice President
Kerry Dolphin
Richard Hobin
Bob Sherwood
Joe Brengle, CEO/Fair Manager

**ALSO
PRESENT:**

Susan Cannon
Charles Southwick

1. CALL TO ORDER

President Cannon called a meeting of the Board of Directors of the 23rd. District Agricultural Association at 7:00pm.

2. FLAG SALUTE

President Cannon led the Flag Salute

3. ROLL CALL/DIRECTORS ABSENT

President Cannon read Roll Call; All Directors were present.

4. PUBLIC COMMENTS

No Public Comment

5. ACTION ITEMS

A. CONSENT CALENDAR

President Cannon asked for a motion to approve the minutes June 12, 2024, Board Meeting. It was moved by Director Sherwood, seconded by Director Dolphin to approve the June 12, 2024, Minutes as presented. Motion unanimously approved.

President Cannon asked for a motion to approve the Interim Contracts including renewal of So-Big Contract at same rate as previous year. It was moved by Director Sherwood, seconded by Director Pence to approve Interim Contracts as presented. Motion unanimously approved.

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.
2. Budget and Finance Committee
 - a. May & June 2024 Financials - The Budget and Finance Committee reported on the Financials. CEO Brengle went over the financials and additional reports. President Cannon asked for a motion to approve the financials as presented. Director Sherwood made a motion to approve the May & June Financials as presented; Director Hobin seconded the motion. Motion unanimously approved.
 - b. 2022 Financial Review Final Report – CEO Brengle stated that a copy of the 2022 Financial Report was in the Board Packet there were no findings by the Auditor.
 - c. 2023 Financial Review – CEO Brengle stated that the Auditors would be conducting the 2023 Financial Review starting in October.
3. Livestock Committee
 - a. September Livestock Parent Leader Wrap Up Meeting – CEO Brengle stated the Livestock Wrap Up Meeting was scheduled for Sept 18 at 7pm, in the Red Barn Classroom.
4. Building and Grounds Committee
 - a. Facility Project List – CEO Brengle went over the project list and updated the Board.
 - b. Little League Fields – CEO Brengle stated that he was working with the Heritage Foundation on the demolition of the ball fields.
 - c. Strategic Planning Goals:
 1. Homeless Issues
 2. Parameter Fencing for FairgroundsCEO Brengle stated that there was no update, and that these goals would remain on the agenda, as the committee and board will continue to address them.
5. PR/Media, Sponsorship/Marketing/Community Outreach Committee
 - a. Strategic Plan Goals
 1. Advertise to the entire county to increase attendance and facility use
 2. Enhance Relationship between Event Park and City & CountyCEO Brengle stated that there was no update, and that these goals,

would remain on the agenda, as the committee and board will.
continue to address them.

6. Fair Attractions Committee – No Report

6. POLICY & PROCEDURE MANUAL

1. Public Statements – Review and Approval

CEO Brengle stated at the June Board Meeting the Board requested the Public Statement Policy be re-written, CEO Brengle proposed an updated Public Statement Policy. After some discussion it was moved by Director Hobin, seconded by Director Sherwood, the motion passed, Director Hobin, Dolphin, and Sherwood Yes, Director Pence NO, Director Cannon Abstained.

7. HERITAGE FOUNDATION REPORT

There was no representative from the Heritage Foundation present. Director Sherwood asked about the Heritage Foundations involvement with the Carcass Contest and stated that this was not the with the Heritage Foundations Mission. Discussion followed it was recommended that CEO Brengle work with F&E, as well as CDFA Legal to draft a letter to the Heritage Foundation regarding the Carcass Contest, draft of letter to be brought back to next Board Meeting for Board review.

8. CEO REPORT

CEO Brengle provided the Board with updates on meetings he had attended, and upcoming events.

At 8:10pm, President Cannon closed the Open Session

At 8:16pm President Cannon opened Closed Session

9. CLOSED SESSION

A. Personnel Matters

1. CEO Annual Review – The Board conducted the CEO Annual Review

At 8:57 President Cannon closed the Closed Session

At 8:58 President Cannon reopened the Open Session; it was reported that the Board had conducted their Annual CEO Review and had approved a 5% increase in the CEO's salary.

10. PRESIDENTS COMMENT

President Cannon stated that he was resigning from the Board and distributed resignation letters.

11. BOARD COMMENT

No Board Comment

23rd District Agricultural Association
Board of Director's Meeting
Aug 14, 2024

There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 9:02 p.m.

John Pence
Vice President

Joe Brengle
CEO/Fair Manager

DATE

DATE

VOTE TO APPROVE MAY & JUNE 2024 FINACIALS

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hobin	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE PUBLIC STAEMENT POLICY

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hobin	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE MAY & JUNE 2024 FINACIALS

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hobin	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE PUBLIC STAEMENT POLICY

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hobin	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			