



## Meeting Minutes:

**Time & Place:** A regular meeting of the Board of Directors of the 23<sup>rd</sup> District Agricultural Association was held at the Contra Costa County Fairgrounds, 1201 West 10<sup>th</sup> Street, California, on Wednesday, November 12, 2025.

**Board of Directors Present:** John Pence, President, Adam Noah, Vice President, Richard Hobin, Patrick Schoch, Bob Sherwood, Miguel Maucicio, and Cheyenne Erickson, CEO/Fair Manager

**Also Present:** Mary Halbasch, Maria Jehs, Mike Walls, Rick Bertel (R&D Lighting) Chad Chadwick (Antioch Speedway) Tina Chadwick (Antioch Speedway), Trevor Clymens (Antioch Speedway), Sandy Parsons, and Cheryl Sherwood.

**Call to Order:** President Pence called a meeting of the Board of Directors of the 23<sup>rd</sup> DAA at 4:00pm

**Flag Salute:** President Pence led the Flag Salute

**Roll Call:** President Pence read Roll Call; All Directors were present.

**Public Comment:** None

**Introduction of Guests:** Judy Carrico introduced herself

## Workshop:

### 1. Financial Forecasting

- a. Succession planning: The board discussed that we need to evaluate our expenses and revenue to create a better plan to help reduce costs we looked at past PG&E, gas, water, and sewer bills.

### 2. Event Rate Sheet

- a. Price of rental spaces: Board of Directors suggested that fair staff evaluate the price of rental spaces around the community to help set our prices and report back during the December meeting.
- b. Trash fee: The increase price of hauling trash will be taken into consideration when increasing rental prices.
- c. Fire Marshal permit/inspection fees: CEO Erickson will amend the current contract to have verbiage to state that the deposit will be held until after all state fire marshal fees are paid.

### 3. Contracts

- a. Contract template: CEO Erickson to use other fairgrounds as a template guide.



- b. Alcohol sales: There was discussion about the Loins could have first right to refuse the contract during interim events. The board discussed whether this would have an impact on rentals.
- c. Parking: The board discussed the options of charging parking for events vs. not charging. CEO Erickson will need to do more financial analyzing.
- d. Application requirements: CEO Erickson to decide what information is needed to best execute the contract.

President Pence adjusted the agenda to have So Big Preschool present before the speedway.

**Action Items:**

**So Big Preschool Presentation:** Only parent co-op in Contra Costa County. Mary has been teaching for over 40 years. Every fair has a booth. Requesting some grace on rent. So Big is the longest tenant on the grounds. Mary gave a presentation to the board about her school.

**Oval Motorsports/Antioch Speedway:** Chad Chadwick presented to the board about an almost \$15,000 invoice for electric work that was completed in December 2024 at the speedway. There was discussion and fair staff will report back to the board during the December meeting.

Director Pence made an amendment to adjust the agenda to move the RV park host to before the consent calendar.

**RV park host:** Director Noah states that staff will review the highest and best use of the RV park and staff will report back to the board during the December meeting.

**Director Mauricio makes a motion for the Contra Costa County Fairgrounds to enter a security contract during business hours for the next 6 months and we can reevaluate after. Director Schoch seconds the motion. The motion carries.**

Director Mauricio states we can extract more revenue than is currently being generated from the RV park.

**A. CONSENT CALENDAR**

1. Minutes, October 8, 2025, Board of Directors Meetings.

**Director Shoch makes a motion to approve the Consent calendar. Director Sherwood seconds Director Mauricio the motion. The motion carries.**

2. Standard Contracts- None



**Director Sherwood makes a motion to extend So Big Preschool lease to May 2025 at \$500 a month. Director Mauricio seconds the motion. The motion carries.**

## B. COMMITTEE REPORTS

1. Executive – Pence & Noah- **No Report**
2. Budget/Finance - Noah & Pence- **CEO Erickson reported on September financials.**

**Director Sherwood makes a motion to approve the September financials Director Noah seconds the motion. The motion carries.**

- a. 2026 Budget- **Tabled**
3. Livestock – Pence
  - a. Exhibitor Handbook- **CEO Erickson presented the 2026 Livestock Exhibitor Handbook.**  
**Director Mauricio makes a motion to approve the Handbook with the review of the Horse Show, RV information, and Exhibitor wristbands to come later.**  
**Director Sherwood seconds. Motion carries. \*Director Hobin was not present**
4. Buildings, Grounds & Facility Development – Hobin & Mauricio
  - a. Facility Project List: Grant Project Update- **CEO Erickson met with grant writers during WFA managers meeting in Sacramento.**
5. Fair Attractions Committee – Pence & Sherwood- **Tabled**
  - a. Entertainment Booking Update: **Tabled**
  - b. Local band bookings- **Tabled**
  - c. Carnival RFP- **Tabled**
6. Safety & Security Committee—Shoch & Mauricio- **Tabled**
  - a. Sheriff relationship & hourly cost- **Tabled**
  - b. Fair Security- **Tabled**

## C. LEASES/CONTRACTS

- a. **Paradise Skate - Tabled**
- b. **So Big Preschool – beginning of the agenda**
- c. **RV Park Host- beginning of the agenda**

## D. BLACK FRIDAY ADMISSION SALE-



**Director Sherwood makes a motion to approve the black Friday ticket sales for the 2026 Fair. Director Mauricio seconds. Motion carries.**

**7. HERITAGE FOUNDATION REPORT- none**

**CEO REPORT-**

- Fairgrounds & Event Symposium, Nov. 3&4
- WFA Nov. 5 & 6 Managers conference
- Met with Antioch City Council members, city staff, and Antioch Police
- Phone call with the Mayor of Antioch, Ron Bernal.
- Main entrance fire lane repainted
- Exhibitor handbook
- Website & logo launch

**9. PRESIDENT'S COMMENT: None**

**10. BOARD RECOMMENDATIONS FOR FUTURE AGENDA ITEMS**

Carnival RFP

Add Leases to the agenda every month to review

Oval Motorsports

**11. ADJOURNMENT**

There being no further business to come before the 23<sup>rd</sup> District Agricultural Association, the meeting was adjourned at 10:33pm

John Pence, Board President

Date 1/14/24

Cheyenne Erickson, CEO/Fair Manager

Date 1/14/24



Vote for security on grounds for 6 months

Director	Yes Vote	No Vote	Abstain
Noah	X		
Sherwood	X		
Hobin	X		
Schoch	X		
Pence	X		
Mauricio	X		
Vacant			
Vacant			
Vacant			

Vote for So Big Preschool

Director	Yes Vote	No Vote	Abstain
Noah	X		
Sherwood	X		
Hobin	X		
Schoch	X		
Pence	X		
Mauricio	X		
Vacant			
Vacant			
Vacant			

Vote for September Financials

Director	Yes Vote	No Vote	Abstain
Noah	X		
Sherwood	X		
Hobin	X		
Schoch	X		
Pence	X		
Mauricio	X		
Vacant			
Vacant			
Vacant			



Vote to approve Livestock Handbook

Director	Yes Vote	No Vote	Abstain
Noah	X		
Sherwood	X		
Hobin		Not Present	
Schoch	X		
Pence	X		
Mauricio	X		
Vacant			
Vacant			
Vacant			

Black Friday Ticket Sales

Director	Yes Vote	No Vote	Abstain
Noah	X		
Sherwood	X		
Hobin		Not Present	
Schoch	X		
Pence	X		
Mauricio	X		
Vacant			
Vacant			
Vacant			