

FOURTH DISTRICT AGRICULTURAL ASSOCIATION
 175 FAIRGROUNDS DRIVE, PETALUMA, CALIFORNIA 94952
 January 15, 2020

The regular meeting of the Sonoma-Marin Fair Board of Directors was held in the Board Room in the Administration Office on the Fairgrounds of the 4th District Agricultural Association, Petaluma, California at 3:00 PM.

DIRECTORS PRESENT: Directors James, Benedetti, Burleson, Ghirardelli, Grossi, Marzo, McClure, Moore

DIRECTORS ABSENT (Excused):

Director Parks

M/s/c Directors McClure and Ghirardelli to approve the Excused Absences.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

STAFF PRESENT: Allison Keaney, CEO; Rich Gravelle, A.G.P. Analyst

GUESTS PRESENT: none

The meeting was called to order at 3:00 PM by Director James, President.

**APPROVAL & ADOPTION
OF AGENDA:**

M/s/c Directors McClure and Grossi to approve the Agenda as presented.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

PUBLIC COMMENT: None

CORRESPONDENCE:

Correspondence was circulated and included a letter of appreciation from CDFA Secretary Karen Ross and a memo outlining revisions to CFSA General Liability from Tom Amberson, CFSA Risk Department Manager.

A. CONSENT AGENDA:

- A. Minutes from November 2019 Board Meeting
- B. Rental Agreements
- C. Standard Agreements

M/s/c Directors Benedetti and McClure to approve the Consent Agenda.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

COMMITTEE REPORTS:

FINANCE:

CEO Keaney clarified the process for reimbursement for evacuation expenses when the Fairgrounds becomes an active shelter. The December 2019 draft financials were reviewed; a final version will be presented next month, as many invoices are still not received for December by the printing of the report in time for the committee meeting. The committee also review workers' comp expenses, vehicle insurance which covers 13 vehicles including cars, trucks, and tractors. The DAA has a new liability for the repayment to the Pooled Money Investment Account from which retirement money was borrowed in 2017-2018. The Association's liability is a total of \$73,850.

M/s/c Directors Grossi and Benedetti to approve the Finance Report.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

NEW BUSINESS:**A. Board Resolutions****1. Volunteer Resolution**

M/s/c Directors Grossi and Moore to approve the resolution to cover volunteer under the Fairground's workers' compensation insurance.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

2. General Resolution for Interim & Standard Agreements and Purchasing

M/s/c Directors Benedetti and Ghirardelli to approve the resolution to allow CEO Keaney to make purchases up to \$10,000 without additional Board approval.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

3. State Funding Allocation Resolution

M/s/c Directors McClure and Grossi to approve the resolution to allow CEO Keaney to request the annual State Funding Allocation.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

- BUILDINGS & GROUNDS:** Director Benedetti reported that the committee reviewed the rental fees and conditions for the use of the Carnival Lawn; further analyzed the expenses for mold remediation by Live Oak Charter School; reported that the Community building which houses the Live Oak Middle School was being evaluated for needed work to regain the integrity of the building envelope; reported that the estimate for the construction of the main gate came in far above budget and that repair options were being explored.
- EXHIBITS & LOCAL RULES:** No report
- COMMERCIAL & CONCESSIONAIRE:** No report
- ENTERTAINMENT:** No report
- PUBLICITY:** No report
- GOALS & LONG RANGE PLANNING:** The planning session for the city and Board ad hoc committees is scheduled and on track.
- LEGISLATIVE:** No report
- POLICY:** Director James reported that the committee continues their work on the policy manual, completing three additional sections.
- MILK BARN COMMITTEE:** No report
- FARMERS DAY:** CEO Keaney reported that a meeting is being scheduled for January.

OLD BUSINESS:

A. Cannabis Policy, Legal Approval
M/s/c Directors Grossi and Moore to approve the finalized Cannabis Policy.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

B. Strategic plan: CEO Keaney asked for addition input from the Board on the current draft of the strategic plan in process.

4. Check Signing Resolution

M/s/c Directors Marzo and Benedetti to authorize CEO Keaney and the following Board members to sign checks: and the following Board members: Ruth McClure, Past President; Nicole Marzo, Director; and Dayna Ghirardelli, Director.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Moore	X		
Director Parks			

CEO REPORT:

- A. Interim & Permanent Rentals: All tenant leases for 2020 are complete.
- B. Industry Related Issues: AB 1499 is presented for public comment today; Board member are invited to provide their input via email to John Quiroz, Branch Chief of CDFA.
- C. Staff Updates: There will be an open full time position in the maintenance department in spring.
- D. CEO Schedule: CEO Keaney has the following commitments –
 - 1/19-1/23 WFA (presenting the Evac Center Toolkit)
 - 1/30 & 31 Fairgrounds Use Process Design Meeting
 - 2/8 Youth Ag Leadership Day, Keynote: Temple Grandin
 - 2/11 Petaluma Chamber having a Member Orientation/Refresher
 - 2/14 Cloverdale Citrus Fair, Citrus Queen and Oran Orange/Lily Lemon
 - 2/21 Youth Ag Leadership Foundation Scholarship Night
 - 2/22 Youth Ag Leadership Foundation Career Day
 - 2/28 "State of the City" Chamber Lunch

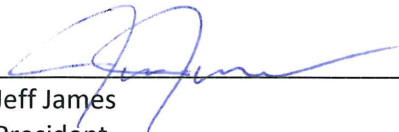
FOR YOUR INFORMATION:

- A. Interim events calendar was reviewed.
- B. Next meeting will be February 19, 2020 at 3:00pm.

ADJOURNMENT:

M by Director Benedetti to adjourn the Meeting at 3:57pm.

Respectfully submitted,



 Jeff James
 President



 Allison Keaney
 Chief Executive Officer