

## BOARD OF DIRECTORS MEETING

December 15, 2009

The 30th District Agricultural Association Board of Directors meeting was called to order at 1:00 p.m. in the Tehama Room on the Fairgrounds.

**ROLL CALL** - Present were Directors Cindy Brown, Don Crain, Pete Dagorret, Bob Kerstiens, Tonya Redamonti, Bev Ross, Gerald Sanders, and Farrell Shatswell.

**APPROVE DIRECTORS ABSENCES** - It was moved by Director Kerstiens, seconded by Director Shatswell, and carried to approve the absence of Director Tonya Redamonti. Director Ray Bianchi's absence was not excused. Director Redamonti arrived at 1:10 p.m.

**DECLARATION OF ANNUAL MEETING** - President of the Board Bev Ross declared December 15, 2009, as the annual meeting of the Board.

**INTRODUCTION OF STAFF/GUESTS** - Mark Eidman, CEO, Carol Hanson, Business Assistant, Jacque Brown, Office Assistant, John Gentry, Fair Publicist/Fair Entertainment Coordinator, Julie Zeeb, Red Bluff Daily News, DeAnne Blankenship, Patricia Esparza, Dolores Vasquez, Kathleen Ferran, Haley Ford, California Health Collaborative and several Friday Night Live Red Bluff High School Students; Phillip, Melissa, Coral, and Rebecca which are California Health Collaborative volunteers.

**PUBLIC COMMENT** - None

**CONSENT CALENDAR** - It was moved by Director Brown, seconded by Director Shatswell, and carried to approve consent calendar items **a.** Approve November 17, 2009 Board Minutes, **b.** Approve Refunds, **c.** Approve Contracts with the exception of c. #7 IR09-108 California High School Rodeo District #1 Association, and **d.** Approve November/December Paid Bills. Manager Eidman explained c. #7 IR09-108 California High School Rodeo District #1 Association has been excluded from approval because their January 24, 2010 rodeo has been canceled due to lack of funding.

**a. Approve November 17, 2009 Board Minutes** - November 17, 2009 Board minutes were approved as mailed.

**b. Approve Refunds**

- 1. IR09-84 Jessica Rebollar** - paid \$250.00 refundable damage deposit on Aug 31, 2009, Rec #34145. There were no damages sustained during event. Renter is entitled to a full refund. Total Refund \$250.00 - Ck #24145 - Nov 11, 2009
- 2. F09-04 Gatlin's Chicken-N-Chips** - Food concessionaire owed \$525.00 and paid \$575.00 on Jun 16, 2009 Rec #33179 = \$50.00 overpayment. After closing out Fair and balancing food concession accounts there were no additional fees due so concessionaire is entitled to refund for overpayment. Total Refund \$50.00 - Ck #24160 - Nov 30, 2009

**c. Approve Contracts**

- 1. Interim Rental Agreement #09-41 Red Bluff Bull Sale Committee** - The three (3) year term will be January 25 through February 1, 2010, January 24 through January 31, 2011 and January 23 through January 30, 2012. The purpose of this contract is to hold a bull, gelding, mule and dog sale, dinner, dance, bull and bronc riding, calf scramble, female replacement sale, and trade show with food and drink concessions in January each year. All new additional events or activities must meet approval of the 30<sup>th</sup> DAA. A \$12,500.00 net revenue per year will be paid to the Fair along with \$12,500.00 in approved building improvements or existing credits. Additional expenses paid by the Bull Sale Committee include all utilities (gas and electricity), paper and bathroom cleaning products, all dumpsters required. The Bull Sale Committee will provide a loader for clean up. Renter's activities will meet all State and County health and environmental regulations. Renter will provide required security for all events, all concessions, cleanup, dumpsters, and proof of \$1,000,000.00 general liability insurance as well as \$3,000,000.00 for any hazardous events i.e., bull challenge. This contract will be considered hazardous.
- 2. Interim Rental #09-100 Diamond Productions/Rocking M Rodeo** hold a New Year's Eve Rodeo in the Pauline Davis Pavilion December 31, 2009. The Fair will receive \$4,450.00 to include rental fee of Pauline Davis Pavilion, portable arena, liquor and beer plus 15% gross food sales plus stall rental, cleaning fees and rotterra usage. Renter will pay a \$500.00 refundable damage deposit. Renter will provide proof of \$3,000,000.00 liability insurance.
- 3. Interim Rental #09-103 Northern-Cal Appaloosa Association** to hold a schooling show on January 10, 2010. Rental rate will be assessed at \$350.00 plus \$50.00 for the use of the PA system. A \$100.00 refundable damage deposit is also required. Renter will provide proof of \$1,000,000.00 liability insurance.

**CONSENT CALENDAR - c. Approve Contracts - continued:**

- 4. Interim Rental #09-104 Northern-Cal Appaloosa Association** to hold a schooling show on February 7, 2010. Rental rate will be assessed at \$350.00 plus \$50.00 for the use of the PA system. A \$100.00 refundable damage deposit is also required. Renter will provide proof of \$1,000,000.00 liability insurance.
- 5. Interim Rental #09-105 Northern-Cal Appaloosa Association** to hold a schooling show on March 7, 2010. Rental rate will be assessed at \$350.00 plus \$50.00 fee for use of the PA system. A \$100.00 refundable damage deposit is also required. Renter will provide proof of \$1,000,000.00 liability insurance.
- 6. Interim Rental #09-107 J P Ranch Rodeo** to hold a ranch rodeo in the Pauline Davis Pavilion on January 22 and 23, 2010. The Fair will receive \$550.00 per day rental fee for the Pauline Davis Pavilion plus \$250.00 per day rental fee for the Bull Sale Arena plus \$900.00 rental fee for portable arena without roping chutes plus \$60.00 per keg beer sold, stall rental, cleaning fees and tractor and rotterra usage fees. Food and drink concessions will be provided by the Renter. Renter will provide proof of \$3,000,000.00 liability insurance.

**d. Approve November/December Paid Bills - Manager Eidman reviewed paid bills for November/December.**

PAYEE	DESCRIPTION	AMOUNT
Alsco	53000 Bldgs/Grds Expense	42.93
American Express	50600 EE Travel Expense - Manager's Conference	201.86
American Express	50700 Monthly Wireless Broadband Service Aug & Nov	120.78
American Express	50700 Peachtree W-2 Forms and Envelopes	190.88
American Express	53000 Bldgs/Grds Expense - Light Poles	366.97
Ameripride Uniform Services	53000 Bldgs/Grds Expense	93.86
Ben's Truck Repair	52900 Equipment Expense	28.57
California Construction Authority	25000 Long Term Debt/Photovoltaic Project	1,651.72
California Construction Authority	51160 Long Term Debt/Photovoltaic Project Interest Payment	7.34
California Construction Authority	25000 Long Term Debt/Photovoltaic Project Insurance Pymt	97.50
City of Red Bluff	52800 Water 09/16/09 to 10/15/09	1,897.56
Computer Logistics	50700 Office Expense (20 hour Service Contract Renewal)	1,700.00
Cornerstone Community Bank	11670 PG&E Cumulative Energy Charges 10/15/09 to 11/16/09	1,733.33
Corning Chamber of Commerce	14300/50900 2010 Annual Membership	75.00
County of Tehama	52400 2008 Annual Lease	10.00
Dept of Forestry and Fire Protection	53000 Fire Marshall Inspection Fees (4 <sup>th</sup> of July/Fair/J&K)	1,260.00
Green Waste	53100 Trash Removal (Non-Fair)	93.67
Green Waste	24100 Trash Removal (Interim Rentals)	334.40
Hanson, Carol	50700 Reimburse Office Expense	6.15
Hanson, Carol	50700 Reimburse Exhibit Supplies Expense	5.17
Jack Waterman Web Design	54400 Monthly Web Design (Nov)	10.84
Les Schwab Tires	52900 Equipment Expense	12.58
Moore's Blacksmith Shop	53000 Bldgs/Grds Expense	230.18
Mueller, Charlie Trucking	53000 Bldgs/Grds Expense (20 Horse Stall Barn)	225.00
Norm's Printing	50700 Office Expense (Letterhead ½ sheets)	121.25
North Main Equipment	52900 Equipment Expense	32.48
Pacific Gas & Electric	52800 Utilities (One Time Electric Credit)	<954.68>
Pacific Gas & Electric	52800 Utilities	380.52
Paint Marts	53000 Bldgs/Grds Expense	22.00
Red Bluff True Value Hardware	53000 Bldgs/Grds Expense	77.28
Shasta Fasteners	53000 Bldgs/Grds Expense	17.93
Sprint	50800 Maintenance Cell Phone	48.91
Tehama County Lock and Security	53000 Bldgs/Grds Expense	6.46
Tehama Motor Parts	52900 Equipment Expense	75.95

**GENERAL CORRESPONDENCE - Manager Eidman reviewed the following correspondence:**

- a. Handbook-Recommended Guidance for Fair Board Directors Update** - Kathy Kolb, Executive Assistant, Division of Fairs and Expositions, announcing the Division has updated the Handbook-Recommended Guidance for Fair Board Directors. The updated pages were distributed to the Directors with instruction to remove the old pages and insert the new pages into their Handbooks.

**GENERAL CORRESPONDENCE - continued:**

**b. Shasta Regional Community Foundation (McConnell Fund): Red Rock BMX Grant Denied -** Kathy Ann Anderson, CEO, Shasta Regional Community Foundation, informing the 30<sup>th</sup> DAA Shasta Regional Community Foundation Board of Directors denied a grant in the amount of \$45,180 to install 28 track lighting fixtures and to build a 10' x 20' food/drink concession/registration building. Manager Eidman reminded the Directors Red Rock BMX promoters asked to submit an application through 30<sup>th</sup> DAA, using our non-profit status since they are still in the process of obtaining their non-profit identification.

**c. Shasta Regional Community Foundation (McConnell Fund): Auditorium Audio System Approved - Grant #20100085 -** Kathy Ann Anderson, CEO, Shasta Regional Community Foundation, informing the 30<sup>th</sup> DAA Shasta Regional Community Foundation Board of Directors has approved a grant in the amount of \$9,702.00 to purchase and install audio equipment for the auditorium: speakers, quality amplifier, wireless microphones and a DVD player. A report of the completed project must be sent no later than November 15, 2010. Manager Eidman said he was very happy by the generosity of the SRCF.

**d. F&E Directive #D2009-11: District Agricultural Association Authorization to Write Off Accounts Receivables of \$500 or Less -** Bruce Lim, Assistant Director F&E, informing all DAA's the Victim Compensation & Government Claims Board has authorized the approval for DAA's to write off accounts receivables of \$500.00 or less pursuant to Government Code Section 13943.2. The previous limit was \$250.00 or less. F&E encourages all DAA's to collect debts in accordance with procedures outlined in the State Administrative Manual section 8776.6 and document collection efforts. If uncollectable account receivables exceed \$500.00 then DAA's must submit an application for Discharge From Accountability (Form STD 27) to F&E with all supporting documentation.

**e. F&E Directive #F2009-14: Accounting Procedures Manual (AMP) Update -** Bruce Lim, Assistant Director F&E, presenting the newly updated Accounting Procedures Manual (AMP). The (AMP) is designed to provide California's network of fairs guidance on state-mandated accounting policies and procedures. The updated APM is divided into two sections: Accounting Policies & Procedures and Operational Policy & Procedures.

**f. 2009-2011 Strategic Plan Review -** Bruce Lim, Assistant Director F&E, reporting F&E has received 30<sup>th</sup> DAA's three year Strategic Plan package. Mr. Lim informed the 30<sup>th</sup> DAA fairs are no longer required to obtain F&E approval for their strategic plans. Therefore, 30<sup>th</sup> DAA is free to put the plan in place with a formal Board resolution. Mr. Lim said he did look over our plan and thought it looked solid and well thought out.

**g. CDFA Audit Office: 2008 Financial Audit -** Ron Shackelford, CPA, Chief, Audit Office, informing the 30<sup>th</sup> DAA the Division of Fairs and Expositions has asked the CDFA Audit Office to perform a financial audit of the 30<sup>th</sup> District Agricultural Association. The audit will cover the period of January 1 through December 31, 2008. Manager Eidman reported the audit began Monday, November 7, 2009 and will conclude Friday, November 18, 2009. Harvey Hunter is once again the 30<sup>th</sup> DAA's auditor.

**h. Revenue Protection Program 2010 Fees -** Rick Wood, Assistant Director-Finance, informing fairs the Revenue Protection Program continues to be a very popular and extremely unique pooled insurance program. However, the Program has had two consecutive years of higher than average claims activity, drawing the reserves down to their lowest level since the inception of the Program in 1994. Taking this into consideration, along with the fact that the fee structure has never been altered, the CFSA Board of Directors has adopted the 2010 fee schedule. At least 14 Fairs have, or are considering, changing their Fair dates in 2010. These date changes add an increased risk to the Program since there is little or no revenue history to compare against in order to calculate a revenue loss.

**i. Letter of Appreciation -** Laura Vannoy, North State Barrel Racing Association, thanking Manager Eidman for the very successful meeting between Manager Eidman, the Fair's Maintenance Staff and North State Barrel Racing Association representatives. Ms. Vannoy appreciated the Fair's willingness to work with their Association and the Fair's commitment to running and operating an excellent fairground facility.

**j. Good Bye Californios Ranch Roping and Stock Horse Contest -** Gwynn Weaver forwarded Manager Eidman a copy of the she wrote to Kristin Behrens, Tehama County Red Bluff Chamber of Commerce President. The letter stated after working with the Chamber of Commerce the past few months, the Californios Ranch Roping and Stock Horse Contest has decided to move their event to Reno, Nevada. Ms. Weaver wrote, we make this decision with a mix of emotions; nostalgia for the 10 years of struggle that brought us this far, the many hours of work we put in beneath the roof of the Pauline Davis Pavilion, and the never ending support from a dedicated Fairgrounds manager who saw them as an asset from the first day he was on the job and continued his support for all of their time in Red Bluff. **(as corrected per January 19, 2010 Board minutes) Deleted>>** Ms. Weaver stated her only regret was that in the 10 years Californios held their show inside the Pavilion she never had the good fortune of seeing a representative from the Chamber in the crowd during the Californios.

**i. Holiday Wish -** Jessica Macdonald and Bailey Brownfield, Ride For Life facilitators, wishing everyone that assisted with Ride for Life a healthy and memorable holiday season. They hope sponsors, teams and riders will join them again on April 3 for the 2010 Ride for Life.

#### **NOVEMBER 2009 INTERIM RENTAL REPORT**

**a. Revenues Received** - Manager Eidman reviewed November interim rental revenue which generated \$12,093.00 as compared to \$18,550.00 for November 2008, a decrease of \$6,457.00. Manager Eidman said the Fair had a new Holiday Harvest Faire and Red Rock BMX track held two races. The quinceneras have dropped off dramatically. Also, the November Gun Show moved back to December and Go Karts had one less race than November 2008. There were no Team Ropings held in November 2009 as they didn't start until December. The Stallion Parade and Barrel Races both increased their revenue this month.

**b. Attendance Reports** - Reported attendance for the month of November was 4,835; year to date 122,108. 2008 attendance year to date was 134,236.

**c. May 2010 Monster Truck Show Progress Report** - Manager Eidman reported there were four monster truck promoters requesting RFP 2010-01 Monster Truck Show. RFP2010-01 was reviewed and approved by F&E Contracts Department. The RFP packets were mailed last week and are due by 5:00 p.m. on Monday, December 28, 2009. Bids will be opened at 1:30 p.m. on Tuesday, December 29, 2009.

#### **BUILDINGS AND GROUNDS REPORT** - Manager Eidman reported on the following:

**a. Construction of the New 20 Stall Horse Barn (2008 SRCF Grant#20090059)** - Manager Eidman said he had the Maintenance Dept work with what supplies and equipment were on grounds to begin work on the base pad. Manager Eidman continued saying thankfully Bub Regan volunteered, bringing his equipment and experience and redid the base. Mr. Regan's base is the best the Fair could have gotten. Manager Eidman said the Fair is very fortunate to have a friend like Bub Regan. The foundation perimeter has been poured but because of the weather work has been discontinued until weather permits.

**b. Installation of Audio System in Auditorium (2010 SRCF Grant#20100085)** - the sound system has been installed and Manager Eidman said he is very impressed with the clear crisp sound. The system has two wireless microphones.

**c. Paint Restroom Floors in Auditorium** - the bathroom floors in the auditorium have been slippery and in need of repair. They have now been scraped, power washed, scraped again and painted with a two part epoxy paint which is a non-skid paint designed for floors.

**d. Paint Pauline Davis Pavilion** - the outside of the Pauline Davis Pavilion has been power washed. The building has not been painted since 1975, therefore, as weather and time permits the Pavilion will be painted. Manager Eidman has chosen a color a bit lighter than the original color. The inside walls at the north and south end of the Pavilion will also be painted.

**e. Repair and Paint WW Portable Rodeo Arena** - the 30<sup>th</sup> DAA's Revenue Generating Project, WW Portable Arena, has also been in need of repair and paint. The Maintenance Department have been making those repairs; replacing bent parts, welding and painting the portable arena. The repairs are about two thirds completed and should be done by the New Year's Eve event.

**f. Irrigation from 30<sup>th</sup> DAA's Well** - Russ Harman, AlSCO, Inc. gave an estimate of \$9,096.63 to install an irrigation system by incorporating the 30<sup>th</sup> DAA's existing well. The system would be capable of watering the major lawn areas; the Tyler Jelly Building Lawn and the Carnival Lawn on the west side of the Auditorium and Cafeteria. Manager Eidman asked Mr. Harman to conduct a pressure test before committing to the project. Manager Eidman asked for direction from the Board. Director Sanders asked the saving in water billing be calculated and compared with the installation cost. Director Dagorret asked Manager Eidman to consult with CalFire to see if they would be interested in partnering with the installation cost with the understanding they would have access to the water. Director Crain discussed converting the system to a community water system. Manager Eidman said he would do further research and report on his findings at the January 19, 2010 Board meeting.

**CALIFORNIA HEALTH COLLABORATIVE STATISTICS REPORT** - DeAnne Blankenship, Program Manager, reported during the 2009 Fair they received positive comments regarding the Board establishing a policy designating the Kiddie Carnival and the Kerstiens Entertainment Center as designated smoke free areas during the annual Fair. California Health Collaborative is concluding a three year campaign working with north State fairs to become smoke free. Their goal for 2010 is to include the grandstand area at Tehama District Fair to the designated smoke free policy before next year's Fair. The Directors said they were not willing to add additional areas at this time, but Ms. Blankenship was invited to come back in a year. Director Ross asked for a copy of the survey and results where Tehama County residents responded to making the grandstands smoke free. The Board directed Manager Eidman to survey the grandstand renters to get their opinions on the subject. California Health Collaborative with the help of the students, presented the Board with a thank you poster card and a plaque.

**APPROVE REVISED 2009 OPERATING BUDGET** - Manager Eidman reported on December 3, 2009, F&E instructed 30<sup>th</sup> DAA to revise the 2010 Operating Budget. Schedule 7, Plant and Equipment Long-Term Debt, showed the annual payments made for 2009 Estimated and 2010 Proposed columns. F&E instructed us to change the amounts in both of these columns to the estimated and proposed balance due. This revision to Schedule 7 only affected Page 1 of the 2010 Operating Budget. The revised Operating Budget brings the reserve percentage estimated 2009 to +12.0% from -22.0% and the proposed 2010 to +9.5% from -19.3%. After a lengthy discussion, Director Brown moved, seconded by Director Shatswell, and carried to approve the revised 2010 Operating Budget. Director Sanders opposed, noting the budget remained too optimistic.

**APPROVE RED BLUFF ROUND-UP 2009 REVISED BUILDING CREDITS**- Manager Eidman reported at the October 21, 2008 Board meeting the Directors approved a request from the Red Bluff Round-Up Association for building credits in the amount of \$4,525.97 for materials and labor for 12 cement water troughs for the corrals behind the rodeo area. In November 2009 the Round-Up submitted a bill for \$5,445.40 for the troughs which is \$919.43 over the amount approved October 2008. The Red Bluff Round-Up Association has requested the additional \$919.43 be included in their 2009 building credits. After a discussion, it was moved by Director Kerstiens, seconded by Director Dagorret, and carried to deny the Round-Up's request for \$919.43 in additional building credits. The Red Bluff Round-Up Association's 2009 building credits will remain at \$4,525.97 as approved on October 21, 2008.

**CFSA ACCIDENT INVESTIGATION TRAINING** - Manager Eidman reported on Tuesday, December 8, 2009, the Fair staff attended a CFSA Accident Investigation Training at the Shasta District Fair. The training was conducted by Tom Amberson, CFSA Investigator. CFSA is the Fair's Risk Management Arm. The focus at the training was prevention; the goal was to determine the cause of an accident and use the information to prevent similar accidents. Manager Eidman said they did discuss the liability of community service workers, but determined although there was some liability ultimately the labor which is accomplished has value to the on going operations of the facility. The key is to only use the workers that are willing to work to full fill their obligation to the court and dismiss any worker that aren't in attendance for that purpose.

#### **2010 FAIR PROGRESS REPORT**

- a. Change 2010 Fair Theme** - John Gentry, Fair Publicist Coordinator, said this year's theme, as approved in 2007, is 'No Where But The Fair'. Mr. Gentry recommended changing the theme to reflect the Fair's 90<sup>th</sup> Anniversary. After a short discussion, it was decided Mr. Gentry would present a list of theme ideas at the January 19, 2010 Board meeting. Mr. Gentry volunteered to present theme ideas for the next 5 years.
- b. Thursday Admission Fee Discussion** - Manager Eidman asked if the Board would like to recoup revenue from Thursday admissions. Manager Eidman suggested some innovative ways to ease into charging admission again on Thursday after not charging admission for the last 3 years; \$1.00 per person, \$5.00 per car load, discount admission with a donated can food item, free admission until 5:00 p.m. then charge the regular admission. Director Redamonti asked if Thursday's entertainment had been decided. Director Redamonti suggested looking into the CBR Extreme Bulls. Ideas were discussed to encourage the public to attend the Fair more than once; perhaps giving fair goers a discount if they present their paid ticket stub from a previous visit. It was moved by Director Sanders, seconded by Director Shatswell, and carried to have Manager Eidman prepare a cost analysis on net food sales using a 3 year comparison for Thursday paid admissions vs Thursday free admissions for the January Board meeting before a decision is made and approved.

**ELECTION OF 2010 OFFICERS** - Nominations were opened for President of the Tehama District Fair Board. Director Shatswell nominated Director Kerstiens. Director Sanders nominated Director Redamonti. It was moved by Director Shatswell, seconded by Director Brown, and carried to close the nominations for the office of President. Ballots were distributed, cast and tallied. It was moved by Director Brown, seconded by Director Dagorret, and carried to accept the election of Director Kerstiens to the office of President of the Tehama District Fair Board for the term beginning January 1, 2010 through December 31, 2010. Nominations were opened for Vice President of the Tehama District Fair Board. Director Shatswell nominated Director Brown. Director Kerstiens nominated Director Dagorret. It was moved by Director Shatswell, seconded by Director Brown, and carried to close the nominations for the office of Vice President. Ballots were distributed, cast and tallied. It was moved by Director Redamonti, seconded by Director Shatswell, and carried to accept the election of Director Dagorret to the office of Vice President of the Tehama District Fair Board for the term beginning January 1, 2010 through December 31, 2010.

Board of Directors Meeting  
December 15, 2009

**ADJOURN INTO EXECUTIVE SESSION - 2:50 p.m.** It was moved by Director Kerstiens, seconded by Director Brown and carried for the Directors to convene into Executive Session for the CEO's annual performance review and evaluation. The Executive Session adjourned at 5:10 p.m. into open session.

**MANAGER'S EVALUATION REPORT:** The Board of Directors reconvened at 5:10 p.m. into open session, at which time President Ross announced Manager Eidman's performance evaluation was completed and Manager Eidman had met all standards set in the performance evaluation:

- Professional Standards
- Development
- Productivity
- Practices/Work Habits

The Board noted Manager Eidman's current monthly salary of \$6,811.00 is at the maximum salary amount for the CEO at a Class II Fair. No further MSA's (Merit Salary Adjustments), GSA's (General Salary Adjustment) or COLA's (Cost of Living Adjustments) may be granted by the Board without further authorization from the Department of Food and Agriculture - Human Resources Branch. The CEO will automatically receive MSA's, GSA's or COLA's when authorized by Human Resources. The Board does not have the discretion to withhold a COLA.

**MATTERS OF INFORMATION**

- a. **Next Board Meeting** - Tuesday, January 19, 2010 at 1:00 p.m. in the Tehama Room.

**ADJOURNMENT** - It was moved by Director Brown, seconded by Director Shatswell, and carried to adjourn the meeting at 5:15 p.m.

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Chief Executive Officer

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President of the Board