

MINUTES

REGULAR TELECONFERENCE MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

February 3, 2021

1776 Tribute Road, Suite 100, Sacramento, CA 95815

In attendance:

Board Members

Stephen Kenny, Director
Butte County Fair

Jack Blyskal, Director
Public Member

Nancy Sites, Director
Tulelake-Butte Valley Fair

Lori Marshall, Director
Cow Palace Arena

Kim Floyd, Director
Del Norte County Fair

Mike Francesconi, Alternate Director
CDFA Branch of Fairs & Expositions

CFSA Staff

Rebecca Desmond, Executive Director
CFSA

John Quiroz, Deputy Executive Director
CFSA

Raechelle Gibbons, Chief Financial
Officer, CFSA

Kevin Wright, Chief Administration
Officer, CFSA

Osman Mufti, Legal Counsel to CFSA
Sloan Sakai Yeung & Wong LLP

Mario Castagnola, Risk Analyst
CFSA

Jeff Matthias, Madison Investment
Advisors, Inc

All Board members, CFSA staff and other participants attended remotely via Zoom or phone, pursuant to the requirements of California Government Code Section 54950, *et seq.* and Executive Order N-29-20.

I. CALL TO ORDER

Pursuant to the meeting notice, a regular teleconference meeting of the California Fair Services Authority (CFSA) Board of Directors was convened at 10:04 a.m., February 3, 2021, by Board Chair Stephen Kenny and roll call was taken. Director Laurie Giannini was absent.

II. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR CFSA'S BOARD OF DIRECTORS TO SERVE A TWO-YEAR TERM BEGINNING FEBRUARY 3, 2021

Director Lori Marshall was nominated by Board Chair Kenny to serve as Board Chair and the nomination was seconded by Director Blyskal. There were no other nominations for Board Chair. Director Marshall then nominated Director Blyskal to serve as Board Vice-Chair and the nomination was seconded by Alternate Director Francesconi. There were no other nominations for Vice-Chair.

Moved by Director Blyskal and seconded by Alternate Director Francesconi to adopt **Resolution No. 21-01** electing Director Lori Marshall as Board Chair and Director Jack Blyskal as Board Vice-Chair, to serve a two-year term beginning February 3, 2021.

Ayes: Chair Kenny, Directors Blyskal, Marshall, Sites, Floyd, Alternate Director Francesconi
Noes: None
Abstain: None
Absent: Director Giannini

There was no public comment.

Motion passed.

Newly-elected Chair Marshall took over direction of the meeting from Director Kenny.

III. ADOPTION OF RESOLUTION APPROVING THE MINUTES OF THE REGULAR TELECONFERENCE MEETING OF DECEMBER 2, 2020, AND THE SPECIAL TELECONFERENCE MEETING OF DECEMBER 15, 2020.

Moved by Director Kenny and seconded by Director Blyskal to adopt **Resolution No. 21-02** approving the minutes as presented.

Ayes: Chair Marshall, Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi
Noes: None
Abstain: None
Absent: Director Giannini

There was no public comment.

Motion passed.

IV. ADOPTION OF RESOLUTION APPROVING SIXTH AMENDMENT TO ALLIANT INSURANCE SERVICES BROKERAGE AGREEMENT

February 3, 2021

The current Brokerage Agreement with Alliant Insurance Services expired on December 31, 2020. The Sixth Amendment to our Brokerage Agreement includes a reduction in brokerage fees due to the challenges faced by our members and consequently CFSA in the era of the COVID-19 pandemic. Other changes to the agreement are the elimination of brokerage fees for the Group Purchase Property Program and the Revenue Protection Program as these programs no longer exist.

Moved by Director Blyskal and seconded by Alternate Director Francesconi to adopt **Resolution No. 21-03** approving the Sixth Amendment to Alliant Insurance Services Brokerage Agreement as presented.

Ayes: Chair Marshall, Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi
Noes: None
Abstain: None
Absent: Director Giannini

There was no public comment.

Motion passed.

V. ADOPTION OF RESOLUTION DELEGATING TO CFSA'S TREASURER THE AUTHORITY TO INVEST FUNDS OR TO SELL OR EXCHANGE SECURITIES

This is an annual delegation from the board to the treasurer for authority to invest funds or to sell or exchange securities for CFSA according to CFSA investment policies.

Moved by Director Kenny and seconded by Director Floyd to adopt **Resolution No. 21-04** delegating authority to CFSA's Treasurer the authority to invest funds or to sell or exchange securities.

Ayes: Chair Marshall, Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi
Noes: None
Abstain: None
Absent: Director Giannini

There was no public comment.

Motion passed.

VI. ADOPTION OF RESOLUTION APPROVING CFSA'S INVESTMENT GOALS, OBJECTIVES, AND POLICIES

CFSA's investments, outside of the Local Agency Investment Fund, are handled through Madison Investment Advisors, Inc. Jeff Matthias from Madison

February 3, 2021

Investment Advisor's, Inc presented a report showing investment history and trends and possible opportunities for the future. In response to that report, and to give staff time to explore options and provide recommendations, this discussion and resolution were tabled until the April board meeting.

Moved by Director Kenny and seconded by Director Floyd to table **Resolution No. 21-05** until the board meeting of April 7, 2021.

Ayes: Chair Marshall, Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi

Noes: None

Abstain: None

Absent: Director Giannini

There was no public comment.

Motion passed.

Chair Lori Marshall left the meeting at 10:59 a.m. and Vice Chair Blyskal led the meeting and discussion.

VII. ADOPTION OF RESOLUTION APPROVING REVISIONS TO THE CFSA RECORDS RETENTION POLICY AND DOCUMENT RETENTION SCHEDULE

There have been a few recent changes to statutes pertaining to the retention of records for local public entities. CFSA legal counsel Christy Layton completed a comprehensive review of applicable statutes and revised the CFSA Records Retention Policy. She transitioned much of the narrative from the policy to a document retention schedule which makes the policy much easier to understand and revise as needed in the future.

Moved by Alternate Director Francesconi and seconded by Director Kenny to adopt **Resolution No. 21-06** approving revisions to the CFSA Record Retention Policy and Document Retention Schedule as presented.

Ayes: Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi

Noes: None

Abstain: None

Absent: Director Giannini, Chair Marshall

There was no public comment.

Motion passed.

VIII. ADOPTION OF RESOLUTION APPROVING THE SPECIAL EVENTS POOL RATE CARD REVISIONS

February 3, 2021

Staff has been working with our broker Alliant to renew the excess policy for the Special Event Risk Pool Program. As part of the renewal, we will no longer be selling coverage for gun shows and golf carts.

The coverage for guns shows was related to premises liability and not liability related to the sale of guns. The golf cart coverage was for vendors operating on fairgrounds, not fairground owned or rented golf carts. These coverages are currently not available.

We have also revised the Special Events Coverage Procedures that is printed on the back of the rate card. The revisions include efforts to streamline the process and move it to an electronic format.

Moved by Director Kenny and seconded by Alternate Director Francesconi to adopt **Resolution No. 21-07** approving the Special Events Pool rate card revisions.

Ayes: Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi
Noes: None
Abstain: None
Absent: Director Giannini, Chair Marshall

There was no public comment.

Motion passed.

IX. ADOPTION OF RESOLUTION APPOINTING THE CFSA BOARD REPRESENTATIVE TO THE REVENUE PROTECTION CLAIMS COMMITTEE

The CFSA Board needs to appoint a new board representative to serve on the Revenue Protection Program Committee to replace now-retired CFSA board member Jim Wolcott.

While this risk pool program has been suspended for the 2021 calendar year, we plan to work with the committee on revising the program should we be able to bring the program back in 2022. Sheli Wright, CEO of the Lake County Fair/49th DAA was elected by the membership as the fairground representative on the committee. CFSA Risk Analyst Mario Castagnola serves as the CFSA Risk Department staff representative on the committee and it is thought that Mike Francesconi will be CDFA's representative for the time being.

Moved by Director Floyd and seconded by Director Sites to adopt **Resolution No. 21-08** appointing Director Kenny to the Revenue Protection Claims Committee.

Ayes: Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi

February 3, 2021

Noes: None
Abstain: None
Absent: Director Giannini, Chair Marshall

There was no public comment.

Motion Passed.

X. ADOPTION OF RESOLUTION APPROVING CHECKING ACCOUNT SIGNATORIES

- A. Resolution approving revisions to CFSA Policy AD 040: Signing Authority for Operating Checking Account and CFSA Policy AD 041: Signing Authority for Claims Checking Account**
- B. Resolution approving signatories to CFSA operating and claims checking accounts**

With a Deputy Executive Director now on staff, there is no need for a board member to be available to sign checks. Appropriate revisions to CFSA Policy AD 040 Operating Account Delegated Signing Authority and CFSA Policy AD 041 Claims Account Delegated Signing Authority are being presented.

Moved by Director Kenny and seconded by Director Sites to adopt **Resolution No. 21-09** approving revisions to CFSA Policy AD 040 and CFSA Policy AD 041 as presented.

Ayes: Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi
Noes: None
Abstain: None
Absent: Director Giannini, Chair Marshall

There was no public comment.

Motion Passed.

Moved by Director Floyd and seconded by Alternate Director Francesconi to adopt **Resolution No. 21-10** approving signatories to CFSA operating and claims checking accounts.

Ayes: Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi
Noes: None
Abstain: None
Absent: Director Giannini, Chair Marshall

There was no public comment.

Motion Passed.

XI. ADOPTION OF RESOLUTION EXTENDING PAYMENT PLAN DEADLINE FOR THE 54TH DISTRICT AGRICULTURAL ASSOCIATION/COLORADO RIVER FAIR

The CFSA Board of Directors approved a payment plan for the 54th DAA/Colorado River Fair to pay their past due accounts to CFSA by January 31, 2021, following a down payment of \$20,000. The DAA was, and still is, waiting for funding to arrive from CDFA to be able to pay the remaining \$27,100 due to CFSA.

Due to logistical delays on the State end, the DAA will be receiving its funding by January 30, 2021, according to CDFA. We are requesting a 45-day extension of the January 31, 2021, payment deadline so the DAA can receive funds and obtain the appropriate check signatures to send us the balance due.

Moved by Alternate Director Francesconi and seconded by Director Floyd to adopt **Resolution No. 21-11** extending payment plan deadline for the 54th District Agricultural Association/Colorado River Fair.

Ayes: Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi
Noes: None
Abstain: None
Absent: Director Giannini, Chair Marshall

There was no public comment.

Motion Passed.

XII. INFORMATIONAL ITEMS

1. CFSA Investment Report was presented as submitted. There was no public comment.
2. The Finance Department Report was presented by Chief Financial Officer Raechelle Gibbons, the other staff reports were presented as submitted. There was no public comment.

Chair Lori Marshall returned to the meeting at 11:36 a.m.

3. Executive Director's Report was presented as submitted. There was no public comment.
4. Directors' Reports: Director Kenny offered thanks to the staff and the other Board members. Director Blyskal and Director Marshall offered a thank you

to Director Kenny for his service as the Board President. There was no public comment.

5. The next Regular Board Meeting is April 7, 2021.

XIII. CLOSED SESSION

The Board adjourned from regular session at 11:52 a.m. and after a short break, went into closed session to discuss the following:

Liability/Special Events Claims – Government Code Sec. 54956.95

Claimant: David Cruz

Agency Claimed Against: 36th District Agricultural Association/Dixon May Fair

Claimant: Caleb Gonzalez

Agency Claimed Against: 30th District Agricultural Association/Tehama District Fair

Claimant: Arthur Renowitzky

Agency Claimed Against: Alameda County Fair

Claimant: Debra Hamilton

Agency Claimed Against: 50th District Agricultural Association/Antelope Valley Fair Association

Deputy Executive Director Quiroz left the meeting at 12:28 p.m.

Claimant: Kathleen Kramer

Agency Claimed Against: 32nd District Agricultural Association/Orange County Fair & Event Center

XIV. OPEN SESSION

The Board adjourned from closed session at 12:39 p.m. and resumed regular session.

Executive Director Desmond reported out action taken during closed session: Regarding General Liability Claim "Hamilton v Antelope Valley Fair 50th DAA": Director Blyskal moved to approve authority for settlement of the claim. Director Kenny seconded the motion. A roll call vote was taken with the following results:

Ayes: Chair Marshall, Directors Blyskal, Kenny, Sites, Floyd, Alternate Director Francesconi

Noes: None

Regular Teleconference Meeting

Page 9

February 3, 2021

Abstain: None

Absent: Director Giannini

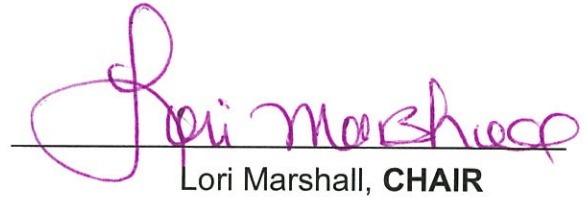
Motion passed.

XV. PUBLIC COMMENT

There was no public comment.

XVI. ADJOURNMENT

The meeting was adjourned at 12:40 p.m.



Lori Marshall, **CHAIR**

ATTEST:



Kevin Wright, **SECRETARY**