

MINUTES

REGULAR TELECONFERENCE MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

June 7, 2017

1776 Tribute Road, Suite 100, Sacramento, CA 95815

Dan Jacobs, Board Chair
Antelope Valley Fair(50th DAA)

Jim Wolcott, Vice Chair
Lassen County Fair

Patricia Conklin, Director
Dixon May Fair (36th DAA)

Michael Olcott, Director
Kern County Fair (15th DAA)

Stephen Kenny, Director
Butte County Fair

John Quiroz, Director
Division of Fairs & Expositions

Christy Layton, Legal Counsel to CFSA
Renne Sloan Holtzman Sakai LLP

Becky Bailey–Findley, Executive Director
California Fair Services Authority

Rebecca Desmond
Deputy Executive Director
California Fair Services Authority

Raechelle Gibbons, Controller
California Fair Services Authority

Kevin Wright, Mgr of Business Services
California Fair Services Authority

Charlie Mitchell, Consultant
California Fair Services Authority

Tom Amberson, Risk Department
Manager
California Fair Services Authority

Melissa Thurber, Communication Director
California Fair Services Authority

Bryan Eubanks, Construction Manager
California Fair Services Authority

Geoff Hinds, CEO
San Bernardino County Fair
(Via Telephone 10:40 am to 10:59 am)

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 10:09 a.m., June 7, 2017, by Board Chair Dan Jacobs, in the conference room at 1776 Tribute Road, Suite 200, Sacramento, California.

II. APPROVAL OF MINUTES

Moved by Director Wolcott and seconded by Director Kenny to adopt **Resolution No. 17-20** approving the minutes of the regular meeting of April 12, 2017, as presented to the Board of Directors.

Ayes: Chair Jacobs, Directors Wolcott, Olcott, Conklin, Kenny, Quiroz
Noes: None
Abstain: None
Absent: None

III. ADOPTION OF RESOLUTION APPOINTING NEW PUBLIC MEMBER TO CFSA BOARD OF DIRECTORS

The CFSA JPA agreement allows for the board of directors to appoint a public member to the board. Under section 9 of the JPA Agreement, this is accomplished through a majority vote of the five "Fair Classification System" board members.

After research and interviews, staff recommended the appointment of Jack Blyskal as the public member of the board for a four year term beginning July 1, 2017.

Moved by Director Kenny and seconded by Director Olcott to adopt **Resolution No. 17-21** appointing Jack Blyskal the new Public Member of the Board of Directors.

Ayes: Chair Jacobs, Directors Wolcott, Olcott, Conklin, Kenny, Quiroz
Noes: None
Abstain: None
Absent: None

IV. ADOPTION OF RESOLUTION APPROVING A LIMITED DURATION CONTRACT WITH KATHERINE LATURNEAU FOR PART-TIME ACCOUNTING SERVICES (RETIRED ANNUITANT) AND CERTIFYING THE NATURE OF THE SERVICES AS NECESSARY TO FILL A CRITICALLY NEEDED POSITION (Government Code Section 7522.56)

Katherine LaTurneau retired on May 1, 2017 and possesses specialized skills and expertise as it relates to payroll and racing settlements contract. Pursuant to Government Code Section 7522.56 the board is required to review and approve of Ms. LaTurneau's limited duration appointment to the critically needed position in a public meeting and as a no-consent item.

Moved by Director Olcott and seconded by Director Kenny to adopt **Resolution No. 17-22** approving a limited duration contract with Katherine LaTurneau, with recommended changes limiting the contract to one year.

Ayes: Chair Jacobs, Directors Wolcott, Olcott, Conklin, Kenny, Quiroz

Noes: None

Abstain: None

Absent: None

V. ADOPTION OF RESOLUTION APPROVING A \$200,000 LINE OF CREDIT FOR THE 15TH DAA KERN COUNTY FAIR

Director Mike Olcott recused himself from this discussion and vote.

The 15th DAA Kern County Fair has applied for a \$200,000 line of credit to assist with cash flow needs leading up to fair time in September. Leave liability payouts to retiring employees and the loss of a fair presale ticket vendor have created a cash flow issue for the fairgrounds.

Moved by Director Conklin and seconded by Director Kenny to adopt **Resolution No. 17-23** approving a line of credit for the 15th DAA Kern County Fair.

Ayes: Chair Jacobs, Directors Wolcott, Conklin, Kenny, Quiroz

Noes: None

Abstain: Director Olcott

Absent: None

VI. ADOPTION OF RESOLUTION APPROVING A \$200,000 CAPITAL IMPROVEMENT LOAN FOR THE 38TH DAA STANISLAUS COUNTY FAIR

The 38th DAA Stanislaus County Fair has applied for a \$200,000 capital improvement loan to install a new HVAC system on the Turf Club and also do parking lot improvements at the building. The fair is negotiating a long-term lease through DGS with Yonan's Floral to operate the Turf Club as an event center. The loan collateral will be the monthly gross revenues the fair receives from the lease, currently estimated at \$10,250 monthly.

Moved by Director Kenny and seconded by Director Jacobs to approve **Resolution No. 17-24** approving a \$200,000 capital improvement loan for the 38th DAA Stanislaus County Fair subject to execution of a lease with Yonan's Floral as approved by DGS.

Ayes: Chair Jacobs, Directors Wolcott, Olcott, Kenny, Quiroz

Noes: Director Conklin

Abstain: None

Absent: None

VII. ADOPTION OF RESOLUTION EXTENDING THE EMERGENCY ORDER TO THE 28TH DAA SAN BERNARDINO COUNTY FAIR REGARDING GENERAL LIABILITY COVERAGE FOR OFFSITE LEASED FACILITY

On February 1, 2017, the CFSA Board approved an Emergency Order to provide general liability coverage for the San Bernardino County Fair's lease and operation of Adelanto Stadium. The Emergency Order, including a number of conditions and limitations of coverage, was issued under the terms and conditions of the General Liability Program Memorandum of Coverage, Section 9 "Conditions," Subsection (A). On April 12, 2017, the Emergency Order was extended to July 30, 2017.

Staff is recommending coverage for the leased facility be obtained through the SLIP program and believe that the coverage will be in place by the next board meeting August 2, 2017.

Moved by Director Conklin and seconded by Director Kenny to approve **Resolution No. 17-25** extending the Emergency Order to August 4, 2017, subject, however, to cancellation by CFSA upon advance written notice to the fair.

Ayes: Chair Jacobs, Directors Wolcott, Olcott, Conklin, Kenny, Quiroz
Noes: None
Abstain: None
Absent: None

VIII. ADOPTION OF RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE BRANCH OF FAIRS AND EXPOSITIONS FOR PROFESSIONAL DEVELOPMENT FOR CALIFORNIA FAIRS FOR THE 2017-2018 FISCAL YEAR

John Quiroz recused himself from this discussion and vote.

The proposed contract includes regional trainings, a livestock symposium, resource printing, strategic planning for Fairs on the Watch, and an Ag Vision Fair program. The contract totals \$80,000 and would run from July 1, 2017 through June 30, 2018.

Moved by Director Wolcott and seconded by Director Olcott to approve **Resolution No. 17-26** authorizing the Executive Director to execute a contract with the CDFA branch of Fairs & Expositions for professional development for California Fairs for the 2017-2018 fiscal year.

Ayes: Chair Jacobs, Directors Wolcott, Conklin, Olcott, Kenny,
Noes: None
Abstain: Quiroz
Absent: None

XIII. INFORMATION ITEMS

1. Executive Director Becky Bailey-Findley led a discussion about CFFA's Strategic Planning and Long-Term Goals.
2. Executive Director Becky Bailey-Findley reported on CAJPA accreditation for CFSA
3. Staff reports were presented as written:
 - a. Administrative Services
 - b. Construction Department
 - c. Finance Department
 - d. Risk Department
4. Executive Director Report was presented by Becky Bailey-Findley.
5. Director's Reports: Thanks to staff from Chair Jacobs; Director Conklin expressed thanks to Tom Amberson for his pre-fair visit that pointed out some items that they were able to fix and improve; Director Quiroz expressed thanks to the Board for working with the CFFA board, and to staff for their hard work.
6. Next Board Meeting is scheduled for August 2, 2017 at 10 a.m.

XIV. Closed Session

The Board adjourned from regular session at 11:54 p.m. and after a break, went into closed session to discuss the following:

Liability/Special Events Claims – Government Code Sec. 54956.95

CLAIMANTS: Clifford J. Gordon, II, Dana L. Bell, and Lyle L. Bell
AGENCY CLAIMED AGAINST: 28th District Agricultural Association, et al.

CLAIMANTS: Larry Reynolds.
AGENCY CLAIMED AGAINST: 31st DAA Ventura County Fair

Workers' Compensation Claims (Government Code Section 54956.95)

CLAIMANT: Carrie Vaulet
AGENCY CLAIMED AGAINST: 18th DAA Eastern Sierra Tri-County Fair

CLAIMANT: Leslie Phelps
AGENCY CLAIMED AGAINST: Alameda County Fair

CLAIMANT: Norberto Limon
AGENCY CLAIMED AGAINST: LA County Fair

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Gov. Code Section 54956.9 (One potential case)

Public Employee Performance Evaluation (Government Code Section 54957)

Title: Executive Director

XV. Open Session

The Board adjourned from Closed Session at 1:42 p.m. and resumed regular session.

It was moved by Director Wolcott and seconded by Director Conklin to amend the Employment Agreement of Executive Director Becky Bailey-Findley to:

1. Extend the term to December 31, 2020
2. Increase annual salary 3% effective June 1, 2017 to \$154,500
3. Increase payment for air travel expenses by \$1,000 per year, for a total of \$6,000 per year, payable monthly and authorize the Board Chair to execute the Agreement on behalf of CFSA

This motion passed unanimously.

XIV. Adjournment

The meeting was adjourned at 1:47 p.m.

CHAIR

ATTEST:

SECRETARY