

**MINUTES OF THE REGULAR MEETING FOR  
THE BOARD OF DIRECTORS  
OF THE  
EL DORADO COUNTY FAIR ASSOCIATION, INC**

**Wednesday, August 7, 2024**

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PRESENT: Warden, Whitaker, Carter, Bloxsom, Witherow, Willyard, White, Forni-Feathers

MANAGER: Kathy Dunkak

OTHERS: Robin Cleveland, Amanda Koch, Heather Watson, Myra Lowder

EXCUSED: Jones, Davis, Kobervig

**1. Call to Order at 4:34 pm**

A. Pledge of Allegiance

B. Roll Call

C. Record verification of legal meeting notice. Warden authenticated the verification.

D. Determine Quorum. Warden determined that the requirements for a quorum were met.

**2. Approve Agenda Previous Minutes and Consent Items**

White moved that the agenda, consent items, and previous meeting minutes be approved. Forni-Feathers seconded. Motion carried and approved.

**3. Public Forum**

Myra Lowder was present to discuss her issues with the Livestock Superintendent, Barn Leaders, Project Leaders, and Parents. She has been offered a meeting with the Fair CEO and Barn Superintendent to share her issues. She is unwilling to share the names of those who she said have issues or are not coming back to the fair.

**4. Old Business**

A. None

**5. New Business**

A. Designate the Treasurer as a El Dorado Savings Bank Account signer. Currently Hunt, Carter, Whitaker and Warden. Would like to remove Hunt and add White. Whitaker moved that we add White to the signers of the account. Willyard seconded. Motion carried and approved.

B. Approval of conceptual contract for culvert engineers, Lebeck Engineering, Inc. so that we can move forward once the proposal comes into the Fair Office. Witherow moved that Dunkak be authorized to sign a contract with Lebeck Engineering, Inc. not to exceed \$80,000. Forni-Feathers seconded. Motion carried and approved.

C. Retreat is September 11. Dunkak and Warden discussed breaking the Five-Year Strategic Plan into Five Years, Three Years and one Year. Warden would like to prioritize the Buildings and Equipment, breaking it down by what needs fixing, replacing and how soon and the costs (replacement and remodeling) involved. Would like this retreat to last most of the day. Touring buildings and grounds to assist in creating a list of needed repairs/replacements. Board members were asked if there was anything specific they would like to see on the September Retreat Agenda.

i. Forni would like Fair recap.

ii. Personnel Policies update

iii. Buildings in need of repairs and improvements

iv. Equipment – replacement and repair needs and a timeline of when needed.

v. Rental Policies

vi. On Grounds Parking Policy.

D. Organ – slated to be dealt with by October of 2025. Budgeting reasons are delaying this project.

Dunkak saw it was on the Historical Society's August Agenda but hasn't received any feedback.

**6. Manager's Report**

A. Dee was recognized for Excellence in Ag. Kudos to Dee

- B. Dunkak communicated with Matt of EDC Transportation regarding turning Armory Road into a one way street after the Gas Station Driveway. Purpose is to create safety and a better flow of traffic. Matt sees this a good idea and is going to share with others within the county staff for feedback.
- C. Parks & Trail's new manager, much different from the previous management, did not want to shut down the skate park for the Fire Camp.
- D. Sink hole on Theater Row caused by old filling of the pond.
- E. Fairside Decks. Some of the decking (near the old day care) is rotting and in bad shape. Instead of replacing will remove and reinforce joists and railings for safety.
- F. Copies of voided checks. Quickbooks stopped listing voided checks in the register report. From this point forward, the voided checks will just be given to the treasurer for her reporting.
- G. Facility staff is working on the rest of the punch list from March's Buildings & Grounds ad hoc committee.
- H. Robin is going through the rental policies and creating three, one for private events, one for public events and one for special (multi-day) events. Will have for September 11 meeting review.
- I. Fair report, Dunkak outlined which accounts are included in fair time profit & loss.
  - i. Our Budget versus Actuals January through August 1. We are within 98% of the budget revenue, and 68% of expenses. Livestock Auction grand totals were \$960,488.20 including the Heritage Hog bringing in \$49,500.00 and the Add Ons of \$17,050.00.
  - ii. Thank you to the Fair Board for all your help during Fair. Tiffany spent endless hours in the Barns, Dee set up a great wine display, all of your judging and volunteering in the bars.
  - iii. Things we can do better. Restrooms – budgeting for more porta-potties. Need to either hire people specific for sanitation or look for a janitorial service. Complaints were no tp and garbage overflowing.
  - iv. Limit golf carts on grounds – should be just staff, ice man, and search & rescue.
  - v. Security. We have put in for 2 more security guards for next year. We are going to buy 2 more metal detectors.
  - vi. Gates. We are adding 2 more bag checkers at each gate. Clear bag/no bag lines and 2 bag checker lines.
  - vii. No one knew where the water stations were. We just received the two that were purchased. They will be installed soon.
  - viii. Problems at livestock gate. One parent was intoxicated and arguing with a guest service person at the gate about not letting people in without a livestock wristband. We are going to hire a security person to be there next year and add a \$7 to \$9 security fee to livestock entry forms to cover the costs. Add signage at the entrance to livestock parking to avoid confusion
  - ix. Fair entries were up.
    - 1. 2022 – 2800
    - 2. 2023 – 3688
    - 3. 2024 – 4686
- J. Blast Report – was poorly attended, due to the heat. Next year it's on Friday – not sure if that will help or hinder. Fireworks debacle – fireworks engineer forgot about the last 2 panels of fireworks. This is why they stopped and started several times. Band was awesome. Have contracted with them for next year. Whitaker is asking about more activities for kids. This becomes a liability issue when people drop their kids off and do not supervise them.

K. Please call or email with items you would like to see on the September 11 agenda.

## 7. Treasurers Report

Nothing unusual, just pages of Fair items being purchased.

Whitaker moved that the treasurer's report be approved. Willyard seconded. Motion carried and approved.

## 8. Ad Hoc Committee Chair Reports

A. Adopt-a-Spot committee - White will be notifying members regarding upcoming judging.

B. Buildings and Grounds – Carter – we will do another punch list at the September 11 meeting.

## 9. Director's To/From

Forni-Feathers – Great staff appreciation luncheon. Great dishwasher, great decorations.

**Witherow** – What was up with our clown – he was sitting in the board room every time she came inside. Kyliana Marie was great. Rock Bottom Boys was great.

**White** – Goat barn manager had pre-fair meeting for everyone to learn the ins and outs.

**Carter** – of the 40 plus years she has been involved with livestock she doesn't remember M. Lowder. She knows all of the barn managers, Laura Blake (swine), Tom Lemos (beef), T Schnetz (sheep), Kim Hoel (poultry), Danniell (rabbits).

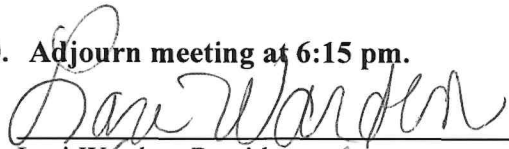
**Bloxson**: Planting a seed to ban people permanently or part-time for repeat offenders.

**Willyard** – Wasn't able to work the fair this year... too hot. Thank you to everyone for stepping in to help where she could not.

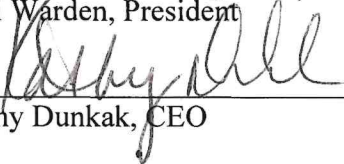
**Adjourn to Closed Session at 5:55**

Board authorized Dunkak to negotiate property acquisition on behalf of the Association.

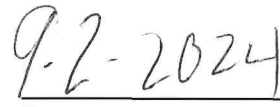
**10. Adjourn meeting at 6:15 pm.**

  
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Lori Warden, President

  
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Kathy Dunkak, CEO

  
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Date

  
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Date

