

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

**Wednesday, October 2, 2024**

PRESENT: Jones, Whitaker, Carter, Bloxsom, Davis, Kobervig, Witherow, Willyard, Forni-Feathers, White  
MANAGER: Kathy Dunkak  
OTHERS: Robin Cleveland  
EXCUSED: Warden

**1. Call to Order at 4:30 pm**

- A. Pledge of Allegiance
- B. Roll Call
- C. Record verification of legal meeting notice. Dunkak authenticated the verification.
- D. Determine Quorum. Kobervig determined that the requirements for a quorum were met.

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

**Correspondence items:** Late correspondence from CDFA – Dunkak to discuss during manager’s report.

Willyard moved that the agenda, grounds walk notes, retreat notes (with changes made to add the audio paging system needed in Henningsen and the janitorial quote needed for restroom cleaning during the fair, also add for retreat notes to add more seating in Henningsen for PeeWee Rodeo), consent items, and previous meeting minutes be approved. Whitaker seconded. The motion carried and was approved.

**3. Public Forum**

None

**4. Old Business**

- A.** Review and approve the Employee Handbook. Dunkak highlighted the changes and additions.

Witherow moved that the Employee Handbook update be approved with the addition of “hired after date” in the Health Benefits Program where dependents are concerned; and all PTO changed to Vacation and the addition of Sick Leave accrual; Dunkak to email out to all board members after edits are made. Forni-Feathers seconded. Motion carried and approved.

- B.** Review and approve the 2024 – 2029 Strategic Plan Goals & Objectives (no change requests from September 11 meeting).

Witherow made the motion to approve with suggestions correcting #16, steer and goat panels. Forni-Feathers seconded. Motion carried and approved.

- B.** Agenda incorrectly listed “review to approve revised Rental Policy”. This policy was approved at the September Board meeting.

**5. New Business**

- A.** Finance Committee –

- i. The committee meets at the end of November (once the budget is complete) to review each line item of the budget and provides recommendations to the board for approval (or discussion).
- ii. Jones and Willyard volunteered for the committee. White, as treasurer, is will also serve on the committee.

Whitaker moved that Jones and Willyard be appointed to the committee. Kobervig seconded. Motion carried and approved.

- i. WFA Conference, in Reno, January 19 – 22, 2025, Head Count - possible total of six. White, Forni-Feathers, Bloxsom, Whitaker, Jones (can’t do Sunday), Carter (will decide which days after the schedule is out).

## 6. Manager's Report

- A. Historians came out to look at the organ. With a power source, the historian was able to have the organ make a noise, but the keys didn't work. It is scheduled for removal/evaluation by the County at the end of 2025.
- B. The AARPA Funding deadline is approaching. Dunkak spoke with the Engineer on the morning of October 2. She is two weeks away from getting us a proposal.
- C. We hired Kirk Visman to replace John Olson.
- D. Late correspondence from CDFA regarding AB1499 regarding state funding. We received a distribution last year, and it covered three years. This correspondence included the formula to determine each fair's share of the funds. Fairs that show a profit aren't penalized but actually benefit more.
- E. First livestock committee meeting took place. Redacted the names from Lowder's letter and shared them with the committee. No one knew of any issues, and someone recognized the writing style and wording as something she'd seen written elsewhere. Dunkak contacted Lowder to let her know that we couldn't substantiate and to contact us if issues arose.
- F. Buck Stop Gun Shows is retiring. They gave us a referral for another business that hosts Gun Shows. The Gun Show is slated for the beginning of November.
- G. Crab Feed is November 9. We need help with donations. White has someone who wants to do a floral-designed piece. Kobervig will talk to the Fruit Growers. Robin will email the list of businesses we've contacted to the board so that board members can see if they can help with any of them.
- H. Hog Show
  - i. Bar volunteers are needed. The bar will be set up by the hog show for Friday, Saturday, and Sunday. It will move to the Beer Tree to be close to the Cornhole tournament and lasagna dinner on Saturday evening.
  - ii. If anyone wants to donate desserts to be sold or items for the raffle, please contact Carter.
  - iii. Costume Contest – pigs and kids dress up; do not miss this!

## 7. Treasurers Report

Nothing unusual. Gate at RV park was repaired. Batteries were needed in the sensors. Kobervig moved that the treasurer's report be approved. Whitaker seconded. Motion carried and approved.

## 8. Ad Hoc Committee Chair Reports

- A. Adopt-a-Spot committee – will be judged in October once Warden has returned.
- B. Buildings and Grounds – done September 11, 2024.
- C. Solar – nothing to report (Dunkak got bids to replace solar upwards of \$500,000. PGE says the meters are working but we are already up to \$27,000 for true up due in April 2025).
- D. Parking at Fair Time – Forni-Feathers hasn't met with the committee yet.

## 9. Director's To/From

**White** recapped the livestock committee meeting to the 4-H group. Biggest issue for them is trash. Dunkak will discuss at next livestock committee meeting and share discussion with Eric.

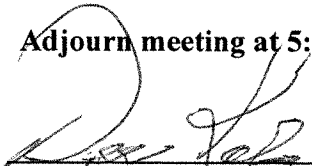
**Witherow** is noticing the uptake in newsletters and social media posts.

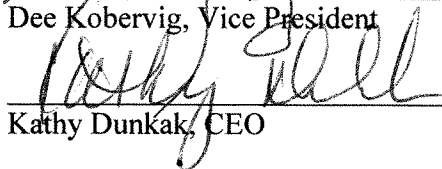
**Davis** asked about the solar panels. Discussed above. They aren't producing any longer.

**Forni-Feathers** reiterated Witherow's comments on news getting out to people. She also brought up how expensive our utilities are. Dunkak – we have raised our rates 10% across all venues to help cover. We will no longer turn on heaters or keep them on if doors are being kept open during setup, the event, or teardown. We have placed that in the rental policies and asked our partnering agencies to help out. Big events with vendors will need to have vendors pay for power from now on.

**Carter** went to Monster Trucks and had a great time. She liked how the promoter placed monster trucks around Placerville Drive to drum up excitement and attendance. Maybe we could do something like this for our events.

10. Adjourn meeting at 5:45 pm.

  
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Dee Kobervig, Vice President

  
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Kathy Dunkak, CEO

11/6/2024  
Date

11/6/2024  
Date

