

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

Wednesday, March 2, 2022 4:30 pm

PRESENT: Forni-Feathers, Hunt, Whitaker, Carter, McGuire, Kobervig, Witherow, Willyard, White

MANAGER: Kathy Dunkak

OTHERS: Robin Cleveland

EXCUSED: Davis & Warden

PLEDGE of ALLEGIANCE

1. Call to Order

A. Roll Call

B. Record verification of legal meeting notice: Dunkak authenticated the verification.

C. Determine Quorum: Dunkak determined that the requirements for a quorum were met.

2. Approve Agenda

Hunt moved that the Agenda be Approved. Gay seconded. Motion carried to approve.

3. Approve Minutes of Previous Meetings

Witherow moved that the minutes be approved with a correction to Joy Knight's name. Kobervig seconded. Motion carried to approve.

4. Public Forum

None

5. Correspondence- Review correspondence received during previous month.

Letter from California Fairs Alliance regarding \$5000.00 "supplemental dues" requested from us. Discussed in New Business

6. New Business

A. Delegate Annual Authority for CEO to execute agreements up to \$25,000, checks up to \$3,500, all payroll and utility checks and F & E approved loan payments. (Purchasing Policy & Procedure).

Witherow moved to accept the above. White seconded. Motion carried to approve.

B. Update on Infrastructure Projects.

Dunkak updated Board on infrastructure improvement projects.

Underground drainage from Log Cabin across the Avenue and across Back Lawn is significantly deteriorated and should be replaced/repared as soon as possible. In addition to obtaining bid to replace drainage, a company that installs permanent "sleeves" inside draining has viewed the project and will be submitting a bid. Additionally, the Water Agency is working on a design to replace system, however timing may be a deciding factor. The board directed Dunkak to ask the county for assistance.

Dunkak met with Don Ashton – the federal funding that the county granted is to be used specifically for the projects requested for and contracts will be available in April or May. No work can begin prior to contracts being issued.

C. Fair Policies (update).

Fair policies need to be updated, and new policies are needed. Board asked staff to prepare proposed policies for their approval.

D. CFA (California Fairs Alliance) dues request.

California Fairs Alliance is requested that we pay \$5000 in “supplemental dues.” to assist with lobbyist who has acted on behalf of all California fairs.

Witherow moved that we pay \$2500 (half of what they are asking). Kobervig seconded. Motion carried to approve.

7. **Old Business**

A. Acknowledgement of Agreements

1. Acknowledge and accept Contracts from February 2022

So Acknowledged

B. Fair Update

Dunkak working on getting proposals from 2 ticketing agencies that have smartphone capabilities which may cut down on staffing needs. She looked into using the same software that we use for our RV reservation but reporting is major issue. The proposed software has reporting capabilities to pull all types of information.

Sound company extended their contract and honored last year’s price.

Cap Bar is almost complete (should be by fair).

Gatehouse is ¾ of the way complete. Electrical is being done now, then sheetrock then finishing. It should be ready by fair.

Hunt will call by Friday regarding Mutton Bustin. There are no sheep and/or the price is high.

8. **Treasurer’s Report**

A. Approval of Expenditures February 2022.

Discussed donation made to Foundation – had to subtract the credit card processing fee.

Whitaker moved to accept the Treasurer’s Report. Hunt seconded. Motion moved to approve.

9. **Manager’s Report**

Settling in, getting things changed over (names, accounts, etc)

Scheduled the Financial Review for late April, since 2020 was an audit year.

ETicketing – people can use smart phones – will save labor.

RV Park slowed down but doing well.

Housing on Armory – no info.

10. **Directors’ Report**

Carter wants input from McGuire on Drainage situation.

McGuire: 10 years ago legislation said you couldn’t release runoff from your property. The fix, put in retention pond – It’s not working. Questioned the sleeve

process. How do you sleeve something if it is collapsed? Will we lose area inside pipe with sleeve (how much area will it take up)?

Hunt: None

Whitaker: None

Kobervig: Mary Cory from Museum would like the Organ to be improved as an attraction. She wants to be put on the agenda to discuss. Kathy will check in with her. Years ago it was quoted as \$25,000 to dismantle and more.

Willyard: None

White: enjoying being on the board.

McGuire: None

Forni-Feathers: None

11. Closed Session (Personnel)

Dunkak requested Board's approval of new fair office staff.
Payroll item tabled.

12. Adjourn

Karen Forni-Feathers
Karen Forni-Feathers, President

Kathy Dunkak
Kathy Dunkak, CEO

4-15-22
Date

4-15-2022
Date

