

**TRINITY COUNTY FAIR ASSOCIATION
BOARD OF DIRECTORS'
MEETING MINUTES**

Trinity County Fair
TRINITY COUNTY FAIRGROUNDS
6000 HWY 3, HAYFORK, CA 96041

Zoom Link Info:

Meeting ID: 838 6216 5736
Passcode: 563223
Dial In: 1-669-444-9171

SEPTEMBER 21ST, 2023

6:30 PM – Open Session

Board of Directors

Dennis Rourke, President	Michael Thompson, Vice President, Director, 2 nd District
Marjie Watkins, Director, 1 st District	Adam Dummer, Director, 4 th District
Adrien Keys, Director, 3 rd District	Jenny Millsap, Director, 5 th District
Chuck Sauer, Director	Donny Case, Director
Terra Kephart, Director	

Mission Statement

To provide for the management of the Trinity County Fair and year-round use of the fairgrounds in the best interest of the people of Trinity County and its rural county values by partnering with county agencies and businesses, promoting agriculture and education, and maximizing available resources.

Note

Please be informed that any member of the public has a right and is invited to participate during this public meeting and may address the Board during the “Open Comment” portion of the Agenda regarding items not agendized. Then prior to Board Discussion of New Business, after a motion is made and the Board President calls for “Public Comment”, Once “Public Comment” is closed all discussion of Agenda items is limited to Fair Board Directors, unless input is requested by a Director. The Board of Directors have agreed to each person being limited to 3 minutes speaking time.

AGENDA

The Board of Directors retains the discretion to adjourn to Closed Session at any time during this meeting to confer with and give direction to its negotiator(s).

1. CALL TO ORDER

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

Called to order by Director Rourke at 6:30 pm.

2. ROLL CALL – DETERMINATION OF A QUORUM

- a. Directors present in person: Watkins, Sauer, Kephart, Rourke, Keys, and Millsap. Directors present via zoom: Thompson.
 - a. Director Sauer moves to approve the absences of Directors' Case and Dummer; Director Millsap seconds the motion; motion carries unanimously.

3. INTRODUCTION OF GUESTS / STAFF

- a. Jennilea Brookins, Angelina Hodge, Jerry Hlavac.

4. COMMENTS FROM ASSOCIATION MEMBERS AND/OR PUBLIC

- a. Jerry Hlavac: Trinity Horse and Long Ears
 - 1.State prohibits use on Fairgrounds.
 - 1. We are having membership issues.
 - a. No facility or arena to use.
 - b. Worse turn out for Fair.
 - c. Won't renew membership or participate.
 - i. Fair we had about 6 people.
 - d. Club Disbanding
 - i. \$75 event.
 - ii. Meet with Carrie and discuss options.
 - 1. Equestrian Days – Calendar.
 - a. Standing Committee
 - i. Jerry Hlavac – Chairman
 - ii. Equestrian Event Committee
 - b. Christina will submit a schedule for the year to CFSA and see if they will accept.
 - iii. Ferndale does High School Rodeo Days.
 - 1. Barrel Racing and Roping
 - a. Have to pay a fee of about \$10.
 - i. They have afternoon sessions.

5. CONSENT AGENDA & MINUTES

- a. Director Watkins moves to APPROVE SEPTEMBER 21ST, 2023 AGENDA and the AUGUST 17TH, 2023 MEETING MINUTES with corrections; Director Kephart seconds the motion; Motion carries unanimously.
 - a. Corrections: Strike Fair isn't responsible for that event from the minutes.

6. APPROVE JULY & AUGUST 2023 FINANCIAL REPORTS

- a. Director Watkins moves to approve; Director Kephart seconds the motion; Motion carries unanimously.

7. INFORMATIONAL – VACATION/SICK LEAVE BALANCES

8. CEO'S REPORT

- a. CFA update:
 - 1.Legislative Report SB234 would require amusement parks to have available and 2 people trained to use an opioid overdose medication. Unsure if this will include carnivals at Fairs. We currently have Narcan at the office, prior to May of next year we will have at least 2 employees trained in CPR/1st Aid, and a portable defibrillator and Narcan located in a central location like the Dining Hall for emergencies that arise at our events.
 - 2.There is also rumor of a bill that will be introduced that would legalize the selling/serving/consumption of cannabis on fairgrounds, no official legislative bill that I could find regarding this, but we will be discussing this further at our next board meeting.

3. As more fairs conclude, reports of complaints regarding the prices of admission, parking and food & beverages have been noted. We have already tried to offer discounts with presale passes for multiple days and/or events, and free parking with sponsors; some fairs are going as far as looking for sponsors that will cover gate attendance so there are free days, we have also looked into this, and changed Sunday of Fair as a Free day along with our other “special days, like kids’ day, etc”.
4. Managers Conference is November 5-8; we will have an update on AB1499 funds and when they will be disbursed and what the amounts will be; there has been some mixed messages coming as to how these funds will be handled, so hopefully that will be cleared up at the conference.
 1. Larger Fairs are different than smaller ones.
 2. Vendors report how much they made on Fairgrounds.
 - a. This helps figure out how much our AB1499 money will be.
- b. Still a concern with the H2B worker program, CFA is asking for continued support; we have experienced the difference with our carnival and past carnivals, as Wold Amusements uses all H2B workers, which are the immigrant workforce, vs hiring traveling carnival workers like in the past. USFS moved in on August 19th and moved out on September 14th; we ended up with just over \$200,000 in revenue from the South Fork Complex, with the only damage being to a gate going into the Family Lawn Area; maintenance will do the repairs inhouse and we will send an invoice for the cost to their buying team. The only outstanding cost that hasn’t been agreed to for reimbursement is the \$2000 for a 40-yard dumpster; which I am still working on getting approved.
 1. Will draft a letter to them.
- c. Part of your correspondence was the letter from the County denying our waiver of fees for the garbage for Fair. I am looking into alternative ways to handle garbage at the fairgrounds, both weekly and for events. Looking at our costs this year we have about a 33% increase in TC Waste Management fees, over last year. For example, we hauled the garbage for Fire Camp, our Dump Trailer averaged \$300 per load to the Hayfork Dump, the same load to Anderson is \$35. I was even asked by the USFS Buying Team if Trinity County’s dumpsters were lined in gold? They have never experienced this high of a cost, so that alone warrants me finding an alternative.
 1. Talked to Trent the CAO at the County and he said the fees hadn’t been raised in 15 years, so they raised them to where they needed to be.
 1. Humboldt County - \$700
 2. Tehama County - \$1,000
 2. We will talk to Diane.
 1. Everyone uses Weibe in town.
 3. For the USFS Fire Camp We invoiced them for:
 1. 8/19 – 8/30 - \$101,200
 2. 8/30 – 9/14 - \$115,000
- d. I had a meeting with a team, Van from Sonoma-Marin Fairgrounds, Brian from Kern County Fairgrounds (both non-profits) and Tina a representative from Wyn Partners a Grant Funding Specialist that works with grants for Fairgrounds, specifically FEMA grants from the federal government and CalOES grants specific to California. Currently they have 2 grants that they feel would benefit our fairgrounds as they are specific to 501c3 organizations. The CalOES grant comes from money designated for Terrorist attacks on fairgrounds, it would improve our infrastructure to fund things like closed circuit security cameras, secure doors with bulletproof glass, broadband internet for secure communications, etc. There is \$20 million dollars available through this grant and currently 40% of the applications are approved, the majority of these being on fairgrounds; the 60% that are not approved are usually because they are not non-profits and are disqualified right away. There are only 15 fairgrounds in California that would qualify for this funding. The FEMA grant is also designed for Terrorist attacks, but

the funding is more substantial at \$150,000 per recipient, and 60% of the applications are approved. CalOES deadline is October of each year, and FEMA deadline is April of each year. Both Sonoma-Marín and Kern County have received grants with the assistance of Wyn Partners. Wyn Partners doesn't do this for free, they receive 5% of the funding, for that they collect the information from us, and work with us to put together the grant applications; then they work with us on the grant progress reports and post grant reports that go back to FEMA and CalOES. All grants have contingencies that require updating the progress of the grant project and final grant reporting, if you aren't familiar with these requirements and miss any deadlines you can be required to return the grant funds; so this service is a huge benefit. After talking with Van and Brian I feel we would benefit from a agreement with Wyn Partners. They are sending me the terms next week and I will review those and reach out to the CEOs at the other fairgrounds to ensure they are satisfied with Wyn Partners.

1. Will send terms within the next week for CalOES and FEMA
- e. State Safety Inspection is something Maintenance is going to focus on with Fire Camp off the fairgrounds those areas of concern can be addressed now. I will have an update showing safety discrepancies and either corrections or plans for correcting at the October meeting.
- f. The Electrical panel was installed at the Well Pump House by Jim White, he pulled a building permit so PUD can connect the power and then we will test everything; I will let the Board know when we run the well water, so anyone who wants to be there can, that should be done within the next 2 weeks and then we can look at how we are going to heat the building to avoid freezing this winter. I'm still waiting to meet with Kristie Anderson on the use of the well water, we should have time to meet before the Jr. Livestock meeting in a couple weeks.
- g. I have been in contact with Jason Wold regarding next year's carnival, we are still scheduled to have Wold Amusements the 2nd week in July, but if he decides not to service our Fair due to loss of revenues, I would recommend the next weekend, July 18-21, but with that date we are going to struggle with vendors that are going to have to choose between us and Lassen, which is twice our attendance; and I will have to look for another carnival, which I have already put feelers out with not much luck.
1. Jason is about 90% sure he is going to come back.
 1. He did lose money.
 2. He is trying to lock in Fortuna Fair.
- h. We have provided you with P&Ls for Fair and the Freedom Rodeo, as you all know we weren't able to have the Harvest Festival due to Fire Camp, but went forward with the Rodeo, so not to lose our slot with CCPRA. I will let Jenny give a report on the good, bad, and ugly of where we ended up; I do feel that we need to look at how we can cut costs and increase attendance next year. Jenny and Denny, who provided our arena have some suggestions that she will cover in the Rodeo Committee Report that will help with both of those. I want to thank everyone who came out and supported the Rodeo and the volunteers that helped as we adjusted shifting gate and parking! We ended up at a \$ loss.
- i. We've also provided you with flyers for the upcoming events, which will also be covered by Terra with the Fundraising Committee Report.
1. Rodeo this year went up to 2 days and we had Fire Camp so that really hurt us.
 2. The Committee will meet and figure out what we can do for next year.
 1. Horse Arena might work.
 2. We did what we could.
 3. Shocked we made \$24,000 in revenue.
- j. Finally, I would like to ask what everyone thinks of the Board Meetings that we do outside of Hayfork, next month we are scheduled to have our meeting in Southern Trinity and I'm wondering with the lack of participation from the outlying communities if we should continue, or just go with Weaverville as the outreach meeting area.

- k. I will also have the 2024 Budget for you to review next month, so we can get it to the BOS by November 1st. We are still waiting for our \$50,000 Allocation from the County and just under \$18,000 reimbursement from Trindel Insurance for the March Snow Damage Claim, which I gave you a copy of that spreadsheet showing that expense breakdown, that doesn't cover everything that was damaged only what the insurance would cover; we are currently doing more branch and tree removal to avoid more damages from snow, and are only watering the office courtyard area until next spring.

9. STANDING COMMITTEES

- a. **EXECUTIVE COMMITTEE:** Director Dennis Rourke (Chairman), Director Michael Thompson, Director Marjie Watkins (Finance Committee Chair), Carrie Bayley
- b. **FINANCE COMMITTEE:** Director Marjie Watkins (Chairman), Director Michael Thompson, Sue Erenberger, Carrie Bayley
- c. **NOMINATING COMMITTEE:** Director Chuck Sauer (Chairman), Director Adam Dummer
- d. **JR. LIVESTOCK COMMITTEE:** Krista Hymas (Chairman), Bryan Taylor (Co-Chairman), Director Michael Thompson, Director Marjie Watkins, Carrie Bayley
 1. We had our meeting on September 12th.
 1. We had \$16, 889.75 in add-ons this year.
 2. The total sale with add-ons was \$723,053.25
 3. Total in our account is \$54,978.19
 - a. Committee agrees that we need to use a large portion of this money to get some upgrades to the facilities and purchase some things we are in need of.
 4. Entry fee increase will be tabled until the next meeting.
 2. Dave is going to call all the processers and slaughter houses and report at the next meeting.
 3. We received so many compliments on the virtual auction, and using Jake Parnell and his group has brought record high money for the kids and other Fairs are talking about how this company and the online bidding has also increased their Fair profits.
 4. We will use borrowed panels again for next years Fair, then Morgan will see about making some for the following year, maybe one group at a time.
 5. Backdrop has not been sealed yet, Krista will get over one of these weekends and get that sealed up.
 6. Independent Packets
 1. Carrie sent out the packet for review and changes to be made.
 2. Krista will reach out to other counties and see how their rules and regulations are for Independents.
 3. Packet will be done by the next meeting for approval.
 7. Replace Turkey and Steer scales.
 1. Misters
 2. Big Ass Fans
 3. Welding Sheep & Goat wash racks
 4. Fixing Pig & Steer wash racks
 8. We would like the By-Laws (Guidelines) in place by January.
 9. There was some talk about the Fair Dates for next year.
 1. There's just not a lot of time after the 4th celebration in Weaverville.
 2. Kids will have to move in the Sunday after the 4th.
 3. The committee is concerned that people won't have enough money.
 4. There is a recommendation for Banners for Grand and Reserve.
 - a. For the kids to take home.
 - b. Fair Logo and Date

- c. Ribbon Banner
 - i. \$35-\$50
- d. 7 species – 14 @ \$50; Round Robin – 4 @ \$50
 - i. Total of \$900
- e. If we add everything on the recommendation it would be 28 more for Advanced and Novice, that could get expensive.
 - i. Trial run for this year Grand and Reserve.
 - 1. Next meeting scheduled for October 17th at 6:00 pm in the THS Ag Room.
- e. **TCFA MOTORSPORTS:** Director Donny Case (Chairman), Angela Riggs, Russ Newman, Teresa Newman, Carrie Bayley, Christina Wine
 - 1. We have our Halloween Enduro Race scheduled for October 28th.
 - 1. We will be doing Bingo cards and a Costume Contest

10. AD HOC COMMITTEES

- a. **POLICY COMMITTEE:** Director Adrien Keys (Chairman), Director Terra Kephart, Carrie Bayley, Christina Wine
 - a. IIPP up for approval under New Business.
- b. **GRANTS & FUNDRAISING COMMITTEE:** Director Terra Kephart (Chairman), Carrie Bayley, Christina Wine, Teresa Miller
 - a. Enduro Race – 10/28
 - b. Bingo – 9/30
 - i. \$500 Progressive Pot
 - c. First BUNCO – 10/6
 - i. \$20 play
 - 1. \$10/Fair and \$10/payouts
 - d. We are looking at restructuring the Memberships.
 - i. Adding different tiers.
 - ii. Adding Memberships pricing to our events.
- c. **EXHIBITOR'S HANDBOOK COMMITTEE:** Director Michael Thompson (Chairman), Carrie Bayley, Christina Wine, Jennilea Brookins, Christina Merritt, Krista Hymas
 - a. We need to have a meeting about changes.
- d. **VOLUNTEER COMMITTEE:** Director Terra Kephart (Chairman), Director Adrien Keys, Director Donny Case, Carrie Bayley, Teresa Miller, Christina Wine
 - a. No volunteers
 - i. Please ask around and have them get ahold of Terra.
 - ii. Maybe do a Volunteer Appreciation Day.
- e. **WELL COMMITTEE:** Director Donny Case (Chairman), Director Chuck Sauer, Director Adrien Keys, Carrie Bayley, Christina Wine
 - a. Power will be hooked up and start filling tanks.
- f. **RODEO COMMITTEE:** Director Jenny Millsap (Chairman), Laurel Dummer, Jud Frietas, Carrie Bayley, Christina Wine
 - a. Rodeo side – Everyone was happy.
 - b. Maybe change the dates after Labor Day weekend.
 - c. Stands – more portable seating.
 - i. Sell tailgates.
 - 1. People want to be standing.
 - d. Incorporate Horse Shows and Rodeo.

- i. Jerry – Equestrian Events cover a different spectrum than Rodeos.
 - e. Contestants shouldn't have to pay.
 - f. CCPRA Companion Rule
 - i. Wristbands for riders.
 - ii. Next year have a contestants list.
 - iii. Have rules at the gate.
 - g. **LOGGING SHOW COMMITTEE:** Teresa Miller (Chairman), Jason McCollum, Jason Jurin, Aaron Haight, Taylor Haight, Director Jenny Millsap, Shelby Proud, Carrie Bayley

11. CORRESPONDENCE:

- a. Postcard from Shawn Eric – Magician
- b. Policy Manual Safety Revision IIPP
- c. TCFA IIPP
- d. Thank You Letter from Mia Miller
- e. Request for Wavier of County Fees
- f. 2023 Fall Fundraising Event Calendar
- g. 2023 Top Buyer Award
- h. Bigfoot Motorsports
- i. Bingo Flyer
- j. Halloween Enduro Flyer
- k. TCFA Fall Events

12. NEW BUSINESS

- a. Approve JLC Recommendation to have all Independent Exhibitors designate/Letter of Intent by December 1st.
 - 1. Director Thompson moves to approve; Director Watkins seconds the motion; Motion carries unanimously.
 - 1. Carrie will get this out to the schools.
- b. Approve JLC Recommendation to get Grand and Reserve banners for Market Animals, age-appropriate 1st and 2nd in Showmanship and small and large Round Robin that the kids will be able to take home. It will be paid for through sponsorship. The committee will look into something for Novice if we have some.
 - 1. Director Watkins moves to approve the Grand and Reserve and Round Robin; Director Millsap seconds the motion; Motion carries unanimously.
 - 1. Strike age-appropriate 1st and 2nd in Showmanship and Novice.
- c. Approve 2023 Jr. Livestock Fair Fees
 - 1. Director Watkins moves to table until next meeting; Director Thompson seconds the motion; Motion carries unanimously.
- d. Approve TCFA Injury and Illness Prevention Program (IIPP)
 - 1. Director Keys moves to approve; Director Kephart seconds the motion; Motion carries unanimously.
- e. Approve Policy Manual Safety Revision to include IIPP.
 - 1. Director Kephart moves to approve; Director Keys seconds the motion; Motion carries unanimously.
- f. INFORMATIONAL ONLY - CONTRACTS AND AGREEMENTS

<p>RENTAL AGREEMENTS</p> <p>RA23-14e Trinity Health & Human Services Flu Pod</p> <p>RA23-15e Arts for Art Sake</p> <p>RA23-16e Rotary Calcutta</p> <p>RA23-17e Log Cabin Quilters' Guild Retreat</p> <p>RA23-18e Hmong New Year</p>	<p>STANDARD AGREEMENTS</p> <p>SA23-22 Steve Amore</p> <p>SA23-23 Mountain Communities Healthcare District Foundation</p> <p>SA23-24 Hayfork Volunteer Fire Department</p> <p>HARVEST FESTIVAL CONCESSION AGREEMENT</p>
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ANNUAL AGREEMENT RA23-15a Richard Stone	HFCON23-03 Berry's Mountain Grub HFCON23-04 Let's Roll HFCON23-05 Roderick Senior Center
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13. ADJOURNED FOR CLOSED SESSION – PRUSUANT TO GOVT. CODE 54957 PERSONNEL OR 54956.9 LITIGATION

14. RECONVENE TO REGULAR MEETING SESSION/REPORT OUT

DIRECTORS' REPORTS

15. ADJOURNED

Adjourned by Director Rourke at 8:45 pm.

Submitted By:

Carrie Bayley, CEO

Dennis Rourke, TCFA President