

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

Trinity County Fair

BOARD ROOM – 6000 Hwy 3 (DIRECTORS ONLY)

Conference Call Info:

1-717-275-8940

Access Code: 7253247

Hayfork, CA 96041

Thursday, July 16, 2020

6:30pm – Open Session

Board of Directors

Dennis Rourke, President	Sharon Eggleston, Vice President
Wallace Brinkley, Director	Chuck Sauer, Director
Billie Miller, Director	Carol Hickman, Director
Adam Dummer, Director	Adrien Keys, Director
Dana Scott, 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 either during the "Public Comment" portion and/or prior to the discussion by the Fair Board of any item listed on the agenda.

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 6:37pm

2. ROLL CALL – DETERMINATION OF A QUORUM

Directors Brinkley, Sauer, Eggleston, Keys, Hickman, Miller, and Rourke were present in person. Director Dummer joined via conference call. Director Scott was absent because she is out of town for her birthday. Director Keys moves to approve Director Scott's absence. Director Eggleston seconds the motion. Motion carries unanimously.

3. INTRODUCTION OF GUESTS / STAFF

Guest present in person: Jennilea Brookins, Shelby Staff present in person: Sue Erenberger, Jim Erenberger, Carrie Bayley and Katie Brown. Guests present via conference line: Bob Taylor, Laura Taylor, and Tony Reed

4. COMMENTS FROM ASSOCIATION MEMBERS AND/OR PUBLIC

None

5. CONSENT AGENDA & MINUTES

APPROVE July 16, 2020 AGENDA and the June 18, 2020 MEETING MINUTES

Director Miller moves to approve the July 16, 2020 agenda and the June 18, 2020 minutes. Director Sauer seconds the motions. Motion carries unanimously.

6. APPROVE JUNE 2020 FINANCIAL REPORTS

Director Brinkley moves to approve the June 2020 financial reports. Director Keys seconds the motion. Motion carries unanimously.

7. INFORMATIONAL – VACATION/SICK LEAVE BALANCES REPORT FOR JUNE 2020

8. CEO'S REPORT

- Employee of the Quarter: The employee of the quarter this time is our maintenance supervisor, Jim Erenberger. He stepped into a difficult position and has done a wonderful job. His employees respect him, and he is getting a lot done. I am looking forward to 2021.
- \$2000 Shopping Spree Drawing at Jr Livestock Auction? All available tickets back to the office so we can push sales: Since Bigfoot BBQ may not be approved by the county, I would like to move forward with doing the drawing during the Junior Livestock Auction August 1st. We can also have tickets available for sale to the buyers.

Discussion:

Director Miller has concerns about selling tickets to the buyers at the auction, since they are already coming to spend a large amount of money on an animal. They may feel like we are asking too much to want them to buy a ticket.

Director Eggleston pointed out that some people at the sale may not be able to afford the cost of an animal but would still like to support the fair and could afford the \$100 for a raffle ticket.

Vote:

We will go ahead and have tickets for sale after the auction. We will do the drawing at the Junior Livestock Auction on August 1st.

- CBDG Funds for Financial Impact due to COVID-19, working on what we qualify for: I contacted Suzi Kochems, Grant Writer for Trinity County to see what we would need to do to apply for the funds. This money is being granted to businesses that are using their property in ways directly related to the Covid-19 pandemic. Right now, the only portion of the fairgrounds that is being used specifically for COVID-19 is the parking lot for the Covid Testing Sites. We are putting together a proposal to get funding to fix the parking lot potholes.
- All Plans submitted to TC Environmental Health last month were approved to go forward. The Raceway can allow the drivers to race without spectators. This at least gets people onto the fairgrounds. At some point we will be able to amend the plan to include spectators.
- Ed Prestley, the head of Trinity County Office of Emergency Services was at the COVID drive thru testing last Friday and complimented us on our signage and adhering to the COVID requirements for offices open to the public.

- We are submitting the Loss of Revenue insurance for \$50,000 to CFSA on Monday. So far, CFSA has approved the payment on claims they have received.
- The fairgrounds currently have 22 Monthly RV Rentals and we are now charging \$25/month during July, Aug & Sep for a utility surcharge, due to hotter weather; will also charge this during Nov, Dec, & Jan for the colder weather months which gives us an additional \$550 towards our PUD electrical bill. This utility surcharge is common.
- Jim and Dennis walked the property with Joe from Trinidad Electric. I am working on an MOU to have him come twice a month to work with Jim and maintenance to repair some of our safety concerns, then we will work on things that will save us money on our electrical expenses.
- Depending on what happens with our Bigfoot BBQ COVID Plan, we will determine when we start laying off the skeleton crew we have in maintenance. Right now, there is eight employees and they are staying busy.
- I am working on combining the U-Haul Rental position with a receptionist position to get that position more hours. U-Haul is busy but not busy enough to keep someone at 20 hours a week. The way we are designing the position, it will fall under the State Welfare to Work Program and they will cover that employee's wages. Hopefully that position will start next week.
- Trinity River Conservation Camp said we cannot use inmates on work release to help with the Junior Livestock Grounds Maintenance this year due to COVID-19. Any board members that are interested in volunteering would be greatly appreciated.
- Aging Report – will put on Agenda for August anything over 18 months: I am recommending that we write off anything that is older than 18 months. This is a good business practice. Once we get this taken care of, we will work on keeping our Aging Accounts Receivable within 90 days out. The last two financial reviews we have had, we let them know we would work on cleaning up the outstanding AR.
- Year to Date Revenue & Expenses and Projected Annual Revenue & Expenses- See handout. The projection that Carrie put together shows that we only anticipate a loss of \$297.00 which is not too bad considering the COVID -19 pandemic is having a huge impact on businesses everywhere.

9. STANDING COMMITTEES

- EXECUTIVE COMMITTEE:** Dennis Rourke (Chairman), Sharon Eggleston, and Finance Committee Chair
Nothing to report
- FINANCE COMMITTEE:** Dana Scott (Chairman), Wallace Brinkley
Nothing to report
- NOMINATING COMMITTEE:** Billie Miller (Chairman), Chuck Sauer
Nothing to report

- JR. LIVESTOCK COMMITTEE:** Laura Taylor (Chairman), Wallace Brinkley

Laura Taylor:

The Junior Livestock Committee met on Tuesday July 14th to discuss the Junior Livestock Show and Sale July 28th-August 1st. The plan submitted to the county was approved so we will have a live and virtual sale. The link to the live auction will be available on the TCFA website soon. We ordered the Buyer's Books from Trinity Journal and they will be hand delivered by Joel Patton like we have done in previous years. July 18th we are having a workday at the fairgrounds if anyone is interested in volunteering.

The 2020 sale order is as follows:

Steer (16)

Rabbits (6 pens)

Goats (12)

Poultry (0)

Lambs (16)

Turkeys (18)

Swine (62)

The belt buckles have been ordered and should arrive July 22nd.

Our next meeting is September 8th at Lowden Park in Weaverville.

Jennilea Brookins:

The JLC laptop is old and having errors. It keeps shutting down. The Showworks reports that are being generated are not accurate. We were hoping to have a laptop available out at the weigh ins but we cannot use this one.

Carrie mentioned that maybe Jeremiah Colorado could look at it. He does some computer work for the fairgrounds in trade for advertising. He just installed the ethernet port out in the JLA area. He may even have a refurbished laptop that we could purchase. There was an Exhibits computer allotment in this year's budget that I did not have to purchase yet so we can get one either now or by next year.

10. AD HOC COMMITTEES

a. **POLICY COMMITTEE:** Sharon Eggleston (Chairman), Adrien Keys

Director Keys reviewed the Policy manual and the Bylaws to see where there were contradictions. He made a list of the places where the two do not match for the board members to reference. Next month the policy council can meet with Carrie to make the needed changes so that the Bylaws and Policy Manual match. Once they meet, it will be agenized for the board to approve the changes.

b. **COVID COMMITTEE:** Wallace Brinkley (Chairman), Dana Scott, Chuck Sauer, Carrie Bayley, Jennilea Brookins, Christina Merritt, Laura Taylor

The Covid Plan we submitted to the county was approved for the Junior Livestock Auction. We will submit our Covid plan for the Bigfoot BBQ now and see if it is approved.

11. CORRESPONDENCE:

a. **PG&E CRC LICENSE AGREEMENT**

PG&E received our rejection of the last proposal that they sent us. They have sent a new proposal that only requests using the south side of the parking lot as a cooling and charging station for the public in outlying areas such as Hyampom, Ruth and Mad River that use PG&E rather than PUD. They have offered to pay \$200.00 a day for any time that they use the parking lot. There is a clause in the contract that says we could cancel them using the parking lot if we give them at least 4 hours of notice. We can also cancel the five-year contract if we give them 6 months' notice.

This is a service that PG&E is required by law to offer to the public during power shutoffs. It is an important service especially for the elderly population.

We could still host the fire camp and just let CAL Fire and the Forest Service know that PG&E will be using that southside parking lot.

b. **PG&E FACT SHEET**

Information Only

12.

NEW BUSINESS

a. **APPROVE PG&E CRC LICENSE AGREEMENT**

Director Dummer moves to approve the PG&E CRC License Agreement. Director Miller seconds the motion.

Discussion:

Director Brinkley notes that this is a five-year agreement. Why does it have to be so long? Director Dummer states that it takes a long time for PG&E to move forward with setting up the generator. The school in Burnt Ranch has a similar agreement and for a year nothing has been done so far. Carrie

mentions that we can get out of the contract by giving them 6 months' notice if we ever need to.

Vote:

Motion carries unanimously.

b. **APPROVE JR. LIVESTOCK COMMITTEE RECOMMENDATION ON VIRTUAL AUCTION COMPANY**

Director Brinkley moves to approve paying the \$3,000.00 to Jake Parnell for the virtual and live auction and paying \$800.00 to Tim Gomes for the live auction. Director Miller seconds the motion.

Discussion:

Jake Parnell's company is the one that ran the Shasta District Fair's auction and they had record sales this year. The company that Jake works with wants to use their own auctioneer rather than ours. It will be \$2,000.00 for the virtual part of the auction and \$1,000.00 for their live auctioneer.

Carrie recommends that we still use Tim Gomes alongside of Jake Parnell and pay Tim Gomes the agreed upon \$800.00. The fairgrounds does not want to lose Tim Gomes for future years. He has a great relationship with the fairgrounds and has done a lot for us over the years.

There are a lot of components to the virtual auction where bidders can go to our website, click on a link to register. The Junior Livestock Committee understands that this is not what the Junior Livestock Committee recommended but under the circumstances we cannot go forward with the virtual auction. Carrie will talk with Tim Gomes to ensure he understands the situation.

Vote:

Motion carries unanimously.

c. **APPROVE JR. LIVESTOCK COMMITTEE RECOMMENDATION ON BUYER'S LUNCH**

No lunch- It was not approved by the county due to Covid-19. No motion needed.

d. **APPROVE TO CHANGE THE CALIFORNIA FAIR SERVICES AUTHORITY (CFSA) ELECTOR POSITION IN THE NAME OF "MIKE FILLETTE", TO "FAIR MANAGER/CEO"**

Director Brinkley moves to change the California Fair Services Authority (CFSA) Elector Position in the name of Mike Fillette to Fair Manager/CEO. Director Eggleston seconds the motion.

Vote:

Motion carries unanimously.

e. **APPROVE COVID-19 EXPENSES FOR JR LIVESTOCK SHOW AND SALE**

Director Brinkley moves to approve the Covid-19 expenses for the Junior Livestock Show and Sale. Director Eggleston seconds the motion.

Discussion: We took the evening security out of the budget. Doctor Nickerson has let us know this will probably be his last year doing the weigh-ins so we will need to look into another veterinarian. Director Hickman mentioned that Cottonwood Vet comes up to Hayfork now.

Vote:

Motion carries unanimously.

f. **CHOOSE AND APPROVE 100 YEAR ANNIVERSARY LOGO**

Discussion: Director Miller feels it would be a good idea to hold a contest with a prize for the community to see what logos they submit rather than choosing the draft designed by Johansing in Weaverville.

Carrie agrees to draft the contest rules by the next meeting for the board's approval. The board agrees to table this item until the next meeting.

g. **APPROVE BIGFOOT BBQ COVID-19 PLAN**

Director Sauer motions to approve the Bigfoot BBQ Covid-19 plan to be submitted to the county. Director Hickman seconds the motion. Motion

Discussion:

Carrie: We have extended it out to be 2.5 days to be more of a fall festival. At this point it is hard to say if we will be able to have it or not. We will need a final decision by next month so we can move forward with the planning. Contestants need notice so they can schedule coming up.

Vote:

Motion carries unanimously.

STORAGE AGREEMENTS BIGFOOT BBQ STANDARD AGREEMENTS SA20-07 TRINITY COUNTY LIFE SUPPORT SA20-08 BREAD & BUTTER PORTABLES SA20-09 HAYFORK CLEANING & LABOR SERVICES SA20-10 TRINITY ANIMAL HOSPITAL	
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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

Billie

I can't find my buyer's number. (Jennilea says they haven't been mailed out yet)

Adam

Nothing to report.

Chuck

Hayfork Mining District would like to use the bandstand to have a meeting and do a BBQ. (Carrie says we cannot have food prepared on the fairgrounds. If it is under 10 people, he is welcome to use the boardroom to meet.

Carol

Nothing to report.

Sharon

Thank you to Adrien for doing all the work on the policy manual.

Dennis

Will there be help available to people doing the live virtual auction? Carrie will double check with Jake Parnell but we are pretty sure.

Wallace

Thank you to all the staff, fair board members and Junior Livestock Committee for getting this together for the kids.

Adrien

Thank you to everyone for getting all of this done for the kids.

Dana

Absent

15. ADJOURNED

Adjourned by Director Rourke at 8:07pm.

Submitted By:

Carrie Bayley, CEO

Dennis Rourke, TCFA President