

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

Trinity County Fair
Dining Hall – 6000 Hwy 3

Conference Call Info:

1-717-275-8940

Access Code: 7253247

Hayfork, CA 96041

Thursday, APRIL 16, 2020

6:00pm – 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 Hauser 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 6:05 pm

2. ROLL CALL – DETERMINATION OF A QUORUM

Directors Brinkley, Sauer, Eggleston and Rourke were present in person. Directors Miller, Dummer, Keys and Hauser-Scott joined via conference call. Director Hickman was absent. Director Brinkley moved to excuse Director Hickman’s absence due to Covid 19, seconded by Director Eggleston, motion passed unanimously.

3. INTRODUCTION OF GUESTS / STAFF

Guests present, Jenni Brookins, Christina Merrit, Laura Taylor, Bob Taylor. Staff Present, Carrie Bayley, Katie Brown, Sue Erenberger

Sue Erenberger's report on the status of our raffle: We have 71 tickets sold. We have 20 tickets for sale in the office. Two board members have turned in their sales money. We can have the drawing at the fair instead of Bigfoot BBQ. We can post the date change on social media and change the flyers so that people know that the date has changed.

4. COMMENTS FROM ASSOCIATION MEMBERS AND/OR PUBLIC

No comments from guests or staff.

5. CONSENT AGENDA & MINUTES

- a APPROVE APRIL 16, 2020 AGENDA and the MARCH 19, 2020 MEETING MINUTES/MARCH 19, 2020 SPECIAL MEETING MINUTES; Director Miller moved to approve the April 16, 2020 agenda and the March 19, 2020 meeting minutes, as well as the March 19, 2020 Special Meeting Minutes, seconded by Director Eggleston, motion passed unanimously.

6. ADJOURNED FOR CLOSED SESSION – PRUSUANT TO GOVT. CODE 54957 PERSONNEL OR 54956.9 LITIGATION
N/A

7. RECONVENE TO REGULAR MEETING SESSION/REPORT OUT
N/A

8. APPROVE FEBRUARY 2020 FINANCIAL REPORTS

Director Brinkley moved to approve March 2020 financial report, seconded by Director Sauer, motion passed unanimously

9. INFORMATIONAL – VACATION/SICK LEAVE BALANCES REPORT FOR APRIL 2020

Nothing to report

10. CEO'S REPORT

Carrie reported on the following:

- COVID-19 Projected Loss Revenue- In March we lost approximately \$1,300.00 with the cancellation of the flea market and building rentals. In April, the total loss will be approximately \$11,000.00 with the cancellation of the Calcutta and several building rentals. In May the projected loss is approximately \$16,200.00 with the rescheduling of the Big Foot BBQ and the cancellation of several building rentals.
- Health Officer Advisory and Order- RV park & showers- We have a call into the Trinity County Public Health Department to see if they feel we should not be allowing public to purchase showers outside of the TLC Soup Kitchen. We are not allowing anyone outside of Trinity County to rent an RV space unless they are Essential Workers. We have had several construction workers come in. We are putting all of them on the north side of the fairgrounds and having them use those separate showers. They have to self-quarantine on that side of the fairgrounds. The OES said that was sufficient.
- So far COVID 19 has caused 26 fairs to cancel through June 30, 2020.
- Director's Errors & Omissions (E&O) Insurance; CFSA does provide coverage in the General Liability Program; but does not cover any and all claims. It covers Directors in the performance of their duties, but it does not cover:
 - Bodily injury, property damage, personal injury, or employment practices liability due to Director's neglect.

- Injury or destruction to, or disappearance of any tangible property (including money) or the loss of use.
- Failure or breach of contract

Most determinations are made at the time of claims, and on a case by case basis.

- We received a Release of liability waiver template from CDFA that must be signed due to COVID-19. Anyone utilizing the fairgrounds during the pandemic, including RV tenants, building renters, horse stall use, storage access, volunteers and board members must sign the form.
- Humboldt Area Foundation did not choose our Grant Request for the roof and floor repair of the Mayme Patton Exhibits Building.
- Sue submitted the request for our reimbursement for our training expense.
- Key Information Obtained on the WFA Zoom Meeting:
 - CDFA is working on Emergency Funding for fairs, for loss of revenue due to Covid 19
 - CDFA is getting guidance from the State Health Department for how to handle Junior Livestock during the pandemic.
 - If the restrictions are not lifted on gatherings, Junior Livestock Auctions will have to be approved by State and County Health Departments, especially regarding the handling of animals.
 - AB1499 Funding will be affected in 2022, based on the lack of events most of this year at the fairgrounds. The CDFA is working on using the current dollar amounts as a guideline for the next 2-3 years, as California will most likely be in a recession.
 - CFSA will most likely not pay out Revenue Protection Insurance until 2021, for cancelled fairs; and the amounts will be on a sliding scale as they do not have enough money in the pool to cover all the claims they foresee coming. We have been cautioned not to cancel our fair too far in advance, as restrictions could be lifted, then because we could have had a fair we would not be covered by the insurance.
 - The California State fair has not been cancelled yet. They are still waiting to see if things improve enough for a lifting of restrictions.
 - WFA is requesting that all board members write letters to our congressmen expressing the huge financial impact the COVID-19 restrictions have had on our fairs, and how important emergency funding is to keep things running. If any fairgrounds was to go bankrupt it most likely would not ever open back up.
 - All parade permits are on a temporary hold in California due to COVID-19 restrictions.

11. STANDING COMMITTEES

- a. **EXECUTIVE COMMITTEE:** Dennis Rourke (Chairman), Sharon Eggleston, and Finance Committee Chair
Nothing to report
- b. **FINANCE COMMITTEE:** Carol Hickman (Chairman), Dana Hauser Scott
Nothing to report
- c. **NOMINATING COMMITTEE:** Billie Miller (Chairman), Chuck Sauer
Nothing to report
- d. **JR. LIVESTOCK COMMITTEE:** Laura Taylor (Chairman), Wallace Brinkley

We had our last meeting Tuesday April 14th. We are 15 weeks out from the target date. Jenni and Carrie did a great job getting the 2020 Premium book done. We are looking at potential options for having the Buyer's Luncheon amidst the COVID-19 restrictions. All the judging this year will be done live rather than using the ultrasound method. We may have to do a virtual auction this year. We are considering requiring that all exhibitors sell their first animal before anyone sells a second animal. Pen Set-up will be July 18th at 8am this year. Our next meeting is May 12, 2020 6pm in the Cook Shack.

12. AD HOC COMMITTEES

- a. **RENTAL FEE COMMITTEE:** Dana Hauser Scott (Chair), Carrie Bayley, Adrien Keys and Justin Mulner
Nothing to report
- b. **POLICY COMMITTEE:** Sharon Eggleston (Chairman), Adrien Keys
Nothing to report

13. CORRESPONDENCE:

- a. WFA MEMBERS BENEFIT PROGRAM 03.18.2020
- b. HEALTH OFFICE ADVISORY ORDER 03.25.2020
- c. CDFA EQUINE MEDICATION AND MONITORING PROGRAM UPDATE 04.07.2020 (Mailed to Horse group)
- d. CONCESSION, COMMERCIAL AND LEASE WORKFORCE REQUIREMENT POLICY 04.16.2020
- e. CDFA COVID 19 EQUESTRIAN FACILITIES UPDATE
- f. GRANT FOR GENERAL OPERATIONAL SUPPORT MOU
- g. PG&E LICENSE AGREEMENT
- h. REQUIRED WORK CONDITIONS POLICY
- i. RESOLUTION TO DETERMINE ELIGIBILITY OF TCFA TO RECEIVE AB1499 FUNDING
- j. TCFA POLICY MANUAL 04.2020
- k. STANDARD AGREEMENT FOR CAMP HOST

14.

NEW BUSINESS

- a. **APPROVE \$300/MONTH RENTAL RATE CREDIT FOR FAIR HOUSE, SEE ATTACHED AGREEMENT WITH MIKE WINE FOR CAMP HOST / SECURITY.**
Director Sauer moved to approve a \$300.00 per month rental rate credit for the fair house during Mike Wine's tenancy. He will be acting as camp host and security. The motion was seconded by Director Eggleston, the motion passed unanimously.
- b. **APPROVE UHAUL RENTAL AT TRINITY COUNTY FAIRGROUNDS**
U-Haul will be parked along the fence with a motion light for security. The office will handle the U-Haul rentals Monday through Friday until 4pm. After hours and Saturday/Sunday Mike Wine and Christina Champion will be available to handle U-Haul rentals/returns. Director Miller moved to approve having the U-Haul rental facility at the fairgrounds, seconded by Director Eggleston, motion passed unanimously.
- c. **APPROVE SALE OF GMC TRUCK (NOT CURRENTLY RUNNING)**
The truck has been in the barn for many years and needs considerable work. Director Brinkley moved to donate the truck to individual interested in it with a request for a donation, seconded by Director Sauer, motion passed unanimously.
- d. **APPROVE PG&E CONTRACT**
Carrie can either reject the contract outright or return a counter proposal with terms the board can agree to. The deadline to have the contract returned to PG&E is tomorrow 4/17/2020. Director Sauer does not feel the contract is appropriate because it would allow PG&E complete control. Director Rourke agrees and feels that it would be unfair to Trinity Public Utility District to enter this contract with PG&E. Director Sauer moved to reject the PG&E contract, seconded by Director Eggleston, motion passed unanimously.
- e. **APPROVE WAIVING DEPOSITS FOR COMMERCIAL AND FOOD CONCESSION VENDORS, FOR 2020 FAIR ONLY, KEEPING WITH COMMERCIAL PAYING PRIOR TO SET-UP AND CONCESSIONS PAYING \$225 OR 20% OF SALES WHICHEVER IS GREATER DURING FAIR**
Due to COVID-19 many vendors are not making any income right now. Since they may be struggling financially, CDFA and WFA have suggested that fairs scheduled in July or further out waive the deposit

for their vendors.

Director Brinkley moved to approve waiving deposits for commercial and food concession vendors for the 2020 fair, seconded by Director Dummer. Motion passed unanimously.

f. **APPROVE TCFA REQUEST ACCESS TO THE SALES & USE TAX ALLOCATIONS, AB1499 NEW FAIR FUNDING**

The request for the AB1499 New Fair Funding must be made by the Board of Directors. This request states that the Trinity County Fair is a Class One fair. If we receive this funding we will not be exempt from paying overtime which is why some larger fairs do not apply for the funding. In our case, we do not pay a large amount of overtime.

Director Eggleston moved to approve TCFA requesting the AB1499 funding, seconded by Director Hauser-Scott, motion passed unanimously.

g. **APPROVE MEMORANDUM OF UNDERSTANDING WITH CDFA, WHICH INCLUDES GRANT FOR GENERAL OPERATIONAL SUPPORT; PROVISION OF REQUIRED WORK CONDITIONS TO ALL NON-MANAGEMENT EMPLOYEES; AND REQUIREMENT OF LESSEES TO PROVIDE REQUIRED WORK CONDITIONS TO ALL NON-MANAGEMENT EMPLOYEES**

This MOU with the CDFA is necessary to obtain the AB1499 funding. Director Brinkley moved to approve the MOU with the CDFA, which includes a grant for general operational support; provision of required work conditions to all non-management employees; and requirement of lessees to provide required work conditions to all non-management employees, seconded by Director Sauer, motion passed unanimously.

h. **APPROVE TCFA REQUIRED WORK CONDITIONS POLICY, DATED 4/16/2020**

This policy is required to obtain the AB1499 funding. Director Sauer moves to approve the TCFA Required Work Conditions Policy, dated 4/16/2020, seconded by Director Eggleston, motion passed unanimously.

i. **APPROVE TCFA COMMERCIAL/CONCESSION AND LEASE WORKFORCE REQUIREMENTS POLICY, DATED 4/16/2020**

This policy is required to obtain the AB1499 funding. Vendors with over 50 employees will have to follow this policy. Carnival owners are exempt. Director Brinkley moves to approve the TCFA Commercial/Concession and Lease Workforce Requirements Policy, dated 4/16/2020, seconded by Director Eggleston, motion passed unanimously.

j. **APPROVE SHARP ELECTRICAL TO INSTALL NEW LIGHTING AND ELECTRICAL IN STEER BARN**

We received two bids for the electrical work. Sharp Electrical was the lowest bid. Director Miller moved to approve Sharp Electrical to install the new lighting and electrical in the steer barn. Director Dummer seconded, motion passed unanimously.

k. **APPROVE MOVING BIGFOOT BBQ TO SEPTEMBER 11 & 12**

Due to COVID 19 we cannot have the Bigfoot BBQ on its originally scheduled date of May 15-16, 2020. Rather than cancel it, Carrie suggests that we postpone it to September 11-12, 2020. We hope to have the COVID 19 restrictions lightened or lifted by then. We need to get the date on the calendar so that the vendors/competitors can put this on their schedule. This is the date it used to be on. Director Hauser-Scott moved to approve moving the Bigfoot BBQ to September 11-12, 2020, seconded by Director Brinkley, motion passed unanimously.

l. **DETERMINE STATUS OF MAY FAIRGROUNDS EVENTS**

Due to the current Shelter at Home order directed by Governor Newsom, it is necessary to cancel all events and building rentals at the fairgrounds through the month of May 2020. Director Brinkley moved that we cancel all May 2020 events, seconded by Director Keys, motion passed unanimously.

m. **INFORMATIONAL ONLY - CONTRACTS AND AGREEMENTS**

EVENT RENTAL AGREEMENTS RA20-26e Pathfinders Bike A Thon RA20-27e TCAA Trinity Cup	FAIR COMMERCIAL VENDORS COM20-38 Cheryl Buliavac COM20-39 Wintu Educational & Cultural Council
STORAGE AGREEMENTS	FAIR FOOD CONCESSIONS

RA20-01s Carol Hickman

BIGFOOT BBQ

BBCOM20-02 Sierra Korn Enterprises

ANNUAL AGREEMENTS

RA20-16a Evelyn Haynes

Ra20-17a Jason Stanley

Ra20-18a TLC Soup Kitchen

RA20-19a Allicia Adair

DIRECTORS' REPORTS

Billie: Nothing to report

Adam: I think we will have to fight fire virtually this year.

Chuck: I have been spreading lots of manure and not just at the post office.

Carol: Absent

Sharon: I talk to the cat a lot.

Dennis: Thank you Katie for the good minutes. Jim took me around the fairgrounds and it is looking really good.

Wallace: Everyone is doing good. Sharon needs a life.

Adrien: I am raising 3 hogs and putting in a large garden.

Dana: Thank you all for being on the call.

15. ADJOURNED

Adjourned by Director Rourke at 7:25 pm

Submitted By:

Carrie Bayley, CEO

Dennis Rourke, TCFA President