

**MODOC DISTRICT FAIRGROUNDS
34TH DISTRICT AGRICULTURAL ASSOCIATION**

PO BOX 26 - 1 CENTER STREET
CEDARVILLE, CA 96104
(530) 279-2315
www.modocfair.com

MEETING DATE & LOCATION

Thursday -June 4, 2020 at 6:00 p.m.
Teleconference - (669) 900-9128

ALTERNATE MEETING LOCATION

1269 Vista Del Monte Drive, Mesquite, NV 89027

PUBLIC PARTICIPATION

Members of the public are welcome and may place items on the agenda of any board meeting. The items must be directly related to fair (34th DAA) district business. Request for placement must be made in writing and delivered to the fair office no later than 4:00 p.m. on the twelfth (12th) business day prior to the board meeting. Items placed on the agenda by the public will be for information and discussion so that the board may be advised of the views of the community. While the board values the participation of the public, the board president reserves the right to limit the time for public comment to a maximum of five (5) minutes in order to proceed with the agenda of the day and/or to place the item on the agenda (as an action item) of a subsequent meeting. Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 34th District Agricultural Association Board or Committee meetings, or in connection with other Modoc District Fair activities, may request assistance at the Modoc District Fair Office, 1 Center Street, Cedarville, CA or by calling (530) 279-2315. Requests should be made one (1) week in advance whenever possible. As required, Meeting Notice and Agenda are posted at www.modocfair.com. For additional information, contact the Modoc District Fair at mdocfair@frontiernet.net or (530) 279-2315.

AGENDA FOR THURSDAY, JUNE 4, 2020

6:00 PM CALL TO ORDER

All matters noticed on the agenda, in any category, may be considered for action. Any item not so noticed may not be considered/discussed. Items listed on the agenda may be considered in any order at the discretion of the President.

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

INTRODUCTION OF GUESTS

COMMUNITY RELATIONS/PUBLIC COMMENT - Speakers are limited to five (5) minutes. This time is for items not on the current agenda. No debate by the Board shall be permitted on such public comment. No action will be taken on such comment at this time, as law requires formal

public notice prior to any action on a docket item. Public comments on items listed elsewhere on the agenda will be heard as that item is being considered.

MODOC HERITAGE FOUNDATION REPORT

APPROVAL OF AGENDA

CORRESPONDENCE

CONSENT AGENDA (Action by the Board) All items on the consent agenda are to be approved in one motion unless a board member requests separate action on a specific item.

1. REVIEW/APPROVE May 7, 2020 Board Minutes

REPORTS/INFORMATION

1. Treasurer/Financial Report: Working Budget Review (Director Carey)
2. Contract/Scheduling Reports (Director Milton)
3. Interim Volunteer Administrator Report (Director Sommer)
4. Maintenance Operations Report (Director Stephan)
5. Ad Hoc Committee Reports

OLD BUSINESS

1. CONSIDERATION/ACTION: Fair Float (Directors Kunkel and Crenshaw)
2. CONSIDERATION/ACTION: Arena Rehabilitation (Director Crenshaw)
3. CONSIDERATION/ACTION: Fair Queen Contest (Director Martinez)
4. CONSIDERATION/ACTION: Fire Safe Council Trailer Storage (Director Martinez)
5. CONSIDERATION/ACTION: Survey of Sponsors and Fair Participants (Director Martinez)
6. CONSIDERATION/ACTION: Tables and Chairs (Director Carey)
7. CONSIDERATION/ACTION: Ideas for Repairs (Director Kunkel)
8. CONSIDERATION/ACTION: October Harvest Festival (Director Kunkel)
9. CONSIDERATION/ACTION: Building Responsibilities (Director Kunkel)
10. CONSIDERATION/ACTION: Approve Updated Rental Application (Director Kunkel)

NEW BUSINESS

1. CONSIDERATION/ACTION: Migration to Single Email Address

MATTERS OF INFORMATION

No discussion/debate by the board or the fair staff shall be permitted under the Matters of Information. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on a docket item.

1. Director Comments
2. Director Requests for next meeting
 - a.
 - b.
 - c.
3. Next Board Meeting Information: Thursday, July 2, 2020 at Modoc District Fairgrounds, 1 Center Street, Cedarville, CA 96104.

ADJOURNMENT

POSTED AT MODOC DISTRICT FAIRGROUNDS OFFICE, ONLINE AND AT POST OFFICE ON MAY 26, 2020.

MODOC DISTRICT FAIRGROUNDS 34TH DISTRICT AGRICULTURAL ASSOCIATION

BOARD OF DIRECTORS

John McQuarrie, President
Diana Milton, Vice President
Amy Carey, Treasurer
Claire Crenshaw, Secretary
Lilli Sommer, Interim Manager
Brian Cain, Director
Vacant, Director
Kevin Kunkel, Director
Tiffany Martinez, Director



Kevin Kunkel
Chairperson

Claire Crenshaw
Secretary

MODOC DISTRICT FAIRGROUNDS
PO Box 26 - 1 Center Street
Cedarville, CA 96104
(530) 233-2315
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BOARD MEETING MINUTES

Thursday – May 7, 2020

PUBLIC PARTICIPATION

Members of the public are welcome and may place items on the agenda of any board meeting. The items must be directly related to fair (34th DAA) district business. Request for placement must be made in writing and delivered to the fair office no later than 4:00 p.m. on the twelfth (12th) business day prior to the board meeting. Items placed on the agenda by the public will be for information and discussion so that the board may be advised of the views of the community. While the board values the participation of the public, the board president reserves the right to limit the time for public comment to a maximum of five (5) minutes in order to proceed with the agenda of the day and/or to place the item on the agenda (as an action item) of a subsequent meeting. Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 34th District Agricultural Association Board or Committee meetings, or in connection with other Modoc District Fair activities, may request assistance at the Modoc District Fair Office, 1 Center Street Cedarville, CA or by calling 530-279-2315. Requests should be made one (1) week in advance whenever possible. As required, Meeting Notice & Agenda are posted at www.modocfair.com. For additional information, contact the Modoc District Fair at mdocfair@frontiernet.net or (530) 279-2315.

MINUTES FOR THURSDAY, MAY 7, 2020

6:03 PM CALL TO ORDER

All matters noticed on the agenda, in any category, may be considered for action. Any item not so noticed may not be considered/discussed. Items listed on the agenda may be considered in any order at the discretion of the President.

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS: Directors Present: John McQuarrie, Diana Milton, Amy Carey, Diana Milton, Brian Cain, Tiffany Martinez, Kevin Kunkel, and Lilli Sommer.

Excused: Claire Crenshaw

INTRODUCTION OF GUESTS –Lisa Benner, Sabrina Harris, Julie Ladd, Josh Stephan, CDFR Resource Coordinator, Sarah Pelle.

COMMUNITY RELATIONS/PUBLIC COMMENT - None

MODOC HERITAGE FOUNDATION REPORT –President of the MHF, Lisa Benner, reported on the following fair updates: 1) Education Ad Hoc Committee; 2) Decision to hold 2020 Modoc District Fair will be determined at a later Modoc Heritage Foundation meeting.

APPROVAL OR ADDITIONS/DELETIONS TO AGENDA

Ordered to approve the agenda as amended.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	x		
Diana Milton - Second	x		
Amy Carey	Absent		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez	x		
Brian Cain - Motion	x		
Lilli Sommer	x		
Kevin Kunkel	x		

CORRESPONDENCE – None.

CONSENT AGENDA: (Action by Board) All items on the consent agenda are to be approved in one motion unless a board member requests separate action on a specific item.

1. Review & Approve April 9, 2020 minutes

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	x		
Diana Milton - Motion	x		
Amy Carey	x		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez	x		
Brian Cain	x		
Lilli Sommer - Second	x		
Kevin Kunkel	x		

REPORTS/INFORMATION

1. Treasurer/Financial Report: Director Carey provided an update on the financials and reported the conversion to QuickBooks has made the process easier. Director Carey reported on her efforts to address the propane bill and stated she will continue to follow up on the issue. Director Carey reported the ending reconciled balance as of April 30, 2020 was \$18,837.20 in the checking and \$62,979.59 in the savings.
2. Contract/Scheduling Reports - Director Milton provided an update on the COVID-19 situation and the cancelation of fairground rental contracts as directed by the State.

3. Interim Volunteer Administrator Report: No report from Director Sommers
4. Maintenance Operations Report: Director Cain reported on the Four Seasons Building repair and several maintenance issues on the fairgrounds.

OLD BUSINESS (Informational/Action by Board)

1. **CONSIDERATION:** Cockrell Lease Update
President Kunkel reported the insurance has been secured and approved by the State. President Kunkel requested to have the item removed from the next meeting.
2. **CONSIDERATION/ACTION:** Accounting/Auditor Approval – Director Martinez reported on the provided proposal by Smith & Newell for the review the financial statements for the 34th District Agricultural Association for years ended June 30, 2018 and 2019, and audit the financial statements for year ended June 30, 2020.

A discussion was held and several questions were asked.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	x		
Diana Milton	x		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez	x		
Brian Cain - Motion	x		
Lilli Sommer - Second	x		
Kevin Kunkel	x		

3. **CONSIDERATION/ACTION:** Fair Float - Tabled
4. **CONSIDERATION/ACTION:** Arena Rehabilitation - Tabled
5. **CONSIDERATION/ACTION:** Fair Queen Contest - Tabled
6. **CONSIDERATION/ACTION:** Fire Safe Council Trailer Storage – Tabled
7. **CONSIDERATION/ACTION:** Survey of Sponsors and Fair Participants - Tabled
8. **CONSIDERATION/ACTION:** Tables and Chairs - Tabled
9. **CONSIDERATION/ACTION:** Ad Hoc Committee/Approval – A discussion was held and President Kunkel appointed the Ad Hoc Committees. Director Martinez will compile a list and present at the next meeting.
10. **CONSIDERATION/ACTION:** Ideas for Repairs – Tabled
11. **CONSIDERATION/ACTION:** Contact Protocol between Board of Directors and MHF – Project Idea/Request Form - President Kunkel reported on the positive improvements by having all communication between the Fairgrounds Board and the Modoc Heritage Foundation flow through the presidents. President Kunkel requested to implement this policy for communication to all communication between the following: Modoc District Fair Board members and Modoc Heritage Members to communicate through Board and Foundation Presidents. Fairgrounds Board members must communicate through the President to the California Food and Agriculture Fairs Division staff. President Kunkel reported he would like this to apply for contracts, daily operations and other matters.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	x		
Diana Milton - Second	x		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez - Motion	x		
Brian Cain	x		
Lilli Sommer	x		
Kevin Kunkel	x		

NEW BUISNESS (Informational/Action by Board)

1. CONSIDERATION/ACTION: Office Manager/CEO Duties moved to President – President Kunkel reported the State has recommended this action for ease of operations.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	x		
Diana Milton - Motion	x		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez	x		
Brian Cain - Second	x		
Lilli Sommer	x		
Kevin Kunkel	x		

2. CONSIDERATION/ACTION: Qualified New Fair Funding/Approve MOU – President Kunkel updated the board on the new funding which will be provided to the fairgrounds for operations.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	x		
Diana Milton	x		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez - Motion	x		
Brian Cain - Second	x		
Lilli Sommer	x		
Kevin Kunkel	x		

3. CONSIDERATION/ACTION: October Harvest Festival – President Kunkel appointed an Ad Hoc Committee for this item.
4. CONSIDERATION/ACTION: Part-time Employee – President Kunkel reported on a meeting with the County Administrative Officer for Modoc County to discuss possible options for a

Memorandum of Understanding (MOU). A discussion was held and several questions were asked.

5. CONSIDERATION/ACTION: Building Responsibilities - Tabled
6. CONSIDERATION/ACTION: Planting of Trees – A discussion was held but no action took place. It was requested to get quotes on project and present them to the board.
7. CONSIDERATION/ACTION: Discuss Fairgrounds Closure – President Kunkel updated the board on the current COVID-19 situation. CDFA Resource Coordinator Pelle reported the State will work with the State and local Health Officers to make determinations but at this time all fairs are closed to the public. A discussion was held and several questions were asked.
8. CONSIDERATION/ACTION: Approv State Allocation MOU – President Kunkel reported on the MOU which is required to obtain funding.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	<i>x</i>		
Diana Milton - Motion	<i>x</i>		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez - Second	<i>x</i>		
Brian Cain	<i>x</i>		
Lilli Sommer	<i>x</i>		
Kevin Kunkel	<i>x</i>		

9. CONSIDERATION/ACTION: Approve Contracting Policies and Procedures – President Kunkel updated the board on the policies and procedures.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	<i>x</i>		
Diana Milton - Motion	<i>x</i>		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez	<i>x</i>		
Brian Cain - Second	<i>x</i>		
Lilli Sommer	<i>x</i>		
Kevin Kunkel	<i>x</i>		

10. CONSIDERATION/ACTION: Employee Work Conditions – President Kunkel updated the board on the issue.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie - Second	<i>x</i>		
Diana Milton - Motion	<i>x</i>		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez	<i>x</i>		

Brian Cain	x		
Lilli Sommer	x		
Kevin Kunkel	x		

11. CONSIDERATION/ACTION: Approve Resolution to Determine Eligibility of the Modoc District Fairgrounds to receive Sales and Use Tax Allocations AB 1499 Funding Under Executive Order N-40-20

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	x		
Diana Milton	x		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez - Motion	x		
Brian Cain - Second	x		
Lilli Sommer	x		
Kevin Kunkel	x		

12. CONSIDERATION/ACTION: Approve Updated Rental Application - Tabled

MATTERS OF INFORMATION: No discussion/debate by the board or the fair staff shall be permitted under the Matters of Information. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on a docket item.

1. Director Comments: Director Martinez thanked former Director Stephan for his outstanding commitment to the Modoc District Fairgrounds and his time as a director. Director Martinez highlighted that without Josh and Melinda Stephan’s assistance the fairgrounds would not have been saved for the community. All other board members expressed their sincere appreciation.

Director McQuarrie asked for an estimated loss of revenue for the fairgrounds.

CDFA Resource Coordinator Pelle provided a report on the process if there is a need for a fire camp at the fairgrounds.

2. Next Board Meeting Information: a. Date: Thursday, June 4, 2020 at Modoc District Fairgrounds, Cedarville, CA 96101

ADJOURNMENT – 7:16 P.M.

Board Member	Approved (YES vote)	Not Approved (NO vote)	Abstain
John McQuarrie	x		
Diana Milton - Second	x		
Amy Carey	<i>Absent</i>		
Claire Crenshaw	<i>Absent</i>		
Tiffany Martinez	x		
Brian Cain - Motion	x		

Lilli Sommer	x		
Kevin Kunkel	x		

DRAFT

MODOC COUNTY 34th DISTRICT AGRICULTURE ASSOCIATION - 2020 AD HOC COMMITTEES

*Ad Hoc Committees are appointed by the Chair during the first regular meeting in January.

AD HOC COMMITTEE	REPRESENTATIVE	DESCRIPTION
20/21 Budget & Finance Advisory Ad Hoc Committee	Director Carey Director Martinez	Perform mid-year budget review of FY 19/20. Prepare FY 20/21 budget to be taken before the public and Board for final approval.
2020 Modoc Heritage Foundation Memorandum of Understanding (MOU) Ad Hoc Committee	Supervisor Crenshaw Supervisor McQuarrie	Review and update and make a recommendation to the fair board on the MHF MOU
2020 Fundraising Events Ad Hoc Committee	Supervisor Kunkel Supervisor Martinez	Develop and present potential fundraising events to the fair board
2020 Fairgrounds Maintenance and Grounds Ad Hoc Committee	Supervisor Cain Supervisor Kunkel	Oversee the grounds and maintenance and provide recommendations to the board
2020 Employee and Equipment MOU with the County of Modoc or other entity Ad Hoc Committee	Supervisor Kunkel Supervisor McQuarrie	Review and develop a Memorandum of Understanding for an employee and equipment use
2020 State and County Review of the Memorandum of Understanding (MOU)	Supervisor McQuarrie Supervisor Milton	Review and coordinate a partners meeting to update the current MOU
2020 Modoc District Fair Queen Contest Ad Hoc Committee	Supervisor Crenshaw Supervisor Martinez	Review and develop a Modoc District Fair Queen Contest