



**49th District Agricultural Association
BOARD OF DIRECTORS MEETING NOTICE
February 24th, 2025, at 5:15 PM**

Board of Directors:
Traci Medina, President
Kirk Andrus, MD; Nara Dahlbacka

The 49th District Agricultural Association Board of Directors will meet on Monday, at the date above at 5:15 PM. The meeting will be held at the **Sponsorship Building** at 401 Martin St., Lakeport, California.

The Lake County Fairgrounds is a District Agricultural Association, a state entity subject to the Bagley-Keene Open Meeting Act.

Per Governor Gavin Newsom's Order N-25-20, Board Directors, the California Department of Food and Agriculture, and the public may attend this meeting by joining us telephonically or via the Internet via ZOOM. In accordance with Bagley Keene, the board members designated in the Delegated Authority Resolution dated October 28, 2024, must meet in-person to have quorum.

Zoom: <https://us06web.zoom.us/j/86474072871>

Toll Free Phone: (408) 638-0968

Meeting ID: 864 7407 2871

Find your local Zoom phone number: <https://us02web.zoom.us/u/kb1Jvg2Q0T>

Mission - It is the mission of the Lake County Fair to provide Lake County a community event center.

Vision - The Lake County Fairgrounds will be the community's first choice as the place they come together.

PUBLIC PARTICIPATION

Public members are encouraged to provide comments to the Board during the **public comment portion of the meeting** on any item NOT on the agenda or may suggest items to be placed on the agenda for discussion at a future Board meeting. Public comment must be related to fair authority and jurisdiction, and the placement of the public meeting agenda item is at the discretion of the Board. Members of the public may also comment on agenda items throughout the meeting utilizing the time allowances mentioned above and following the recognition by the Chair/President.

MEETING NOTICES

Meeting documents considered by the Board during the meeting will be available to the public during the meeting, by posting in a public place and from a link on the Fairground's website at www.lakecountyfair.com or https://www.cdfa.ca.gov/FairsAndExpositions/Meeting_Notices/

AMERICANS WITH DISABILITIES ACT

All Board meetings must be accessible to the physically disabled. Any person needing a disability-related accommodation or modification to attend or participate in any Board or Committee meetings or other Lake County Fair activities may request assistance by contacting Interim Management at the Lake County Fair Administration Office, 401 Martin Street, Lakeport, CA, or by phone at 707-263-6181.

BOARD MEETING AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Adjournment**

Move to Delegated Authority Meeting Agenda



**49th District Agricultural Association
DELEGATED AUTHORITY MEETING NOTICE
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DELEGATED AUTHORITY MEETING AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Attendance - Roll Call of Directors (Present, Excused)
- IV. Introduction of Guests and Staff
- V. Approval of Agenda

Motion_____Second_____

VI. CONSENT AGENDA (discussion/action by the Board)

1. Approval of invoices that are non-standard and/or over delegated spending limit:
 - **PG&E True-Up Bill: \$44,364.77 (Operating)**
2. Approval of meeting minutes from the January 22nd Board Meeting.

VII. REPORTS (discussion/action by the Board):

1. Committee Reports (All committees are temporarily suspended with the exception of the Junior Livestock Committee, pending the addition of new Board Members.)
 - Executive Committee – Traci Medina
 - *Building & Grounds* -
 - *Finance Committee* –
 - *Competitive Exhibits* –
 - *Public Relations/Marketing*
 - Junior Livestock Committee – Kirk Andrus & Committee Chair
 - Ad-hoc:
2. Presidents Report – Traci Medina
3. Interim Management / Incoming CEO Report – Drew Jacoby

VIII. PUBLIC COMMENT

Limited to 3 minutes per person. Comments to the Board on issues and additional items not listed on the agenda. Presentations will be limited to 5 minutes. Please note that pursuant to California State Law, the Board is prohibited from acting on any item not listed on the agenda.

IX. ACTION/DISCUSSION ITEMS (Items for Information, Discussion, or Action by Board)

1. Bylaws / Policy & Procedures Review: The Board acknowledges receipt of the updated 2025 Bylaws and 2025 Policy / Procedure Document. Minor adjustments have been made by Incoming CEO Jacoby (notated in Red); changes made were primarily to ensure consistency between documents and compliance with Industry norms.

• Motion _____ Second _____

2. 2025 Draft Budget (2nd Review)

- The first draft of the 2025 49th DAA budget was submitted at the January Board Meeting; Board requested additional time to review. The draft budget is being resubmitted for approval, with an updated version expected in April.

• Motion _____ Second _____

3. Division Premiums: Following recent Board discussions regarding Premiums, Board to Approve reinstating Cash Premiums for competitive exhibit entrants. Cash premiums will be capped at \$10 and will only be awarded to winners at the Division Level.

• Motion _____ Second _____

4. Deferred Maintenance Objectives: Incoming CEO Jacoby has identified several potential deferred maintenance projects (3 & 5 Year) for the Board's Review. These projects are listed for long-term planning purposes. The Board will review CEO Jacoby's recommendations and determine project priorities.

• Motion _____ Second _____

5. 2022 Financial Audit: The 2022 Financial Audit has been delivered by Rick Bowers, CPA. Board to acknowledge receipt of the 2022 Audit.

• Motion _____ Second _____

6. Check Replacement Policy: Board to formalize a check replacement policy for the 49th DAA. Incoming CEO Jacoby suggests a standard fee of \$25.00 for all outgoing checks that are lost, stolen, or otherwise need to be replaced.

• Motion _____ Second _____

7. Insufficient Funds Charge / Fee: Board to formalize a standard fee for all incoming checks that are returned due to customers having insufficient funds. Incoming CEO Jacoby suggests charging customers a standard \$25 fee for each check that the 49th DAA receives that is returned "NSF."

• Motion _____ Second _____

8. Financial Review

- Balance Sheet as of January 31st, 2025
- Income Statement as of January 31st, 2025
- Expenditures for January 2025
- JLA Stale Check Write-off / Review

The Board acknowledges receipt of the financial statements listed.

• Motion _____ Second _____

X. MATTERS OF INFORMATION:

No discussion/debate on topics introduced under Matters of Information will be permitted. No action will be taken on comments, as current law requires formal public notice of any action on an agenda item.

- a. Correspondence and Announcements
 - Annual Form 700 Submission Reminder
 - Fair 2025 Community Planning Session
 - F2025-02: 2025 State Rules for California Fairs
- b. Director Comments
- c. Manager Comments
- d. Next scheduled Board meeting – Monday, March 24th, 2025 at 5:15 PM (unless amended during Delegated Authority Session)
- e. Items to be added to the next meeting agenda.

XI. CLOSED SESSION: Pursuant to Gov. Code Section 11126(e)(2), the Board is authorized to meet in Closed Session for the purpose of conferring with and receiving advice from legal counsel regarding pending litigation.

XII. OPEN SESSION (Reconvene into Open Session): Disclosure of any action that took place during the Closed Session Meeting.

XIII. Adjournment

Included Attachments:

January 22nd Minutes

2025 Bylaws

2025 Policy and Procedure Handbook

2025 Budget (DRAFT)

2022 Audit Report; Rick Bowers, CPA

**Financials as of January 31st, 2025 (Balance Sheet, Income Statement, Accounts Receivable)
(distributed separately)**

JLA Stale Check Review

F2025-02 – 2025 State Rules for California Fairs