



**49th District Agricultural Association  
BOARD OF DIRECTORS MEETING NOTICE**

**March 24<sup>th</sup>, 2025, at 5:15 PM**

Board of Directors:

**Traci Medina, President**

**Kirk Andrus, MD; Nara Dahlbacka, Elizabeth Lincoln**

The 49<sup>th</sup> 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.

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**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](http://www.lakecountyfair.com) or [https://www.cdfa.ca.gov/FairsAndExpositions/Meeting\\_Notices/](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**

**March 24<sup>th</sup>, 2025, at 5:15 PM**

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**Nara Dahlbacka; Kirk Andrus, MD**

**Elizabeth Lincoln**

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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: NONE
- 2. Approval of meeting minutes from the February 24th Board Meeting.
- 3. JLA Account Transfer – LOU Execution

### 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. Fair Time Entertainment / Talent Updates: Board to modify and/or approve the anticipated grounds and entertainment plan as suggested by CEO and public comment.

• Motion \_\_\_\_\_ Second \_\_\_\_\_

2. Fair Book Design Update: Board to review the Fair Book Design and approve publishing theme, dates, and design to the public. Fair Book details are still being reviewed by JLA Committee.
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
3. Parade Application Update: Board to discuss next steps pending City Council decision on 3/18.
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
4. Time Capsule Opening Event Planning: Board to confirm finalized plans for time capsule opening at the 2025 Fair based on public comment and CEO planning.
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
5. Wine Competition Planning, Blue Ribbon Dinner Planning
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
6. Lake Fest Planning Update
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
7. NCO Modular Units Update
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
8. Financial Review
  - Balance Sheet as of February 28<sup>th</sup>, 2025
  - Income Statement as of February 28<sup>th</sup>, 2025
  - Expenditures for February 2025

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 – APRIL 1<sup>st</sup>!
- b. Director Comments
- c. Manager Comments
- d. Next scheduled Board meeting – Monday, April 28th, 2025 at 5:15 PM (unless amended during Delegated Authority Session)

e. Items to be added to the next meeting agenda.

- XI. CLOSED SESSION:** The Board is authorized to meet in Closed Session for the purpose of conferring with and receiving advice from legal counsel regarding the following issues:
- a. Pending Litigation pursuant to Government Code § 11126 (e)(2)
  - b. Responding to a Confidential State Audit Report pursuant to Government Code § 11126.2

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

### **XIII. Adjournment**

**Included Attachments:**

**February 24<sup>th</sup> Minutes**

**Form 700**

**Fair Book Design Options (delivered separately)**

**Financials as of February 28<sup>th</sup>, 2025 (Balance Sheet, Income Statement, Accounts Receivable)  
(distributed separately)**