



**49th District Agricultural Association  
BOARD OF DIRECTORS MEETING NOTICE  
May 19<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

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

**\*Move to Delegated Authority Meeting Agenda\***



**49th District Agricultural Association  
DELEGATED AUTHORITY MEETING NOTICE  
May 19<sup>th</sup>, 2025, at 5:15 PM**

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

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## DELEGATED AUTHORITY MEETING AGENDA

The 49<sup>th</sup> District Agricultural Association Board of Directors' Delegated Authority will meet on Monday, May 19<sup>th</sup>, 2025 at the date above at 5:15 PM. The meeting will be held at the **Sponsorship Building** at 401 Martin St., Lakeport, California.

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- 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:
  - CFSA (Insurance Premiums, Services Rendered March & April): \$12,066
2. Approval of meeting minutes from the April 24th 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. 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. Additions to Delegated Authority: Board to approve adding Board Member E. Lincoln to the 49<sup>th</sup> DAA's Delegated Authority.
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
2. Fair Time Entertainment / Talent Updates: CEO to update the Fair Board regarding the status of Fair Entertainment.
3. Fair Operations Update: CEO to provide Board with updates surrounding the operations of the annual Lake County Fair, including updates related to the Auction, Fair Book, Fair Entry, tickets & gates.
4. Fair Vendor, Concessions, and Sponsorship Update: CEO to update the Board on the status of vendor applications and contracts as of mid-May 2025.
5. Wine Competition: CEO to update Board on the latest information surrounding the 2025 Blue Ribbon Wine Competition.
6. Lake Fest 2025: CEO to update the Board on updates surrounding the Lake Fest event in 2025.
7. AgDay 2025: CEO to update the Board on the success of the 2025 AgDay event and highlight ideas for 2026.
8. Fair Admission: Board to discuss various ideas related to Fair Admission (pricing, special offers, "Kids Free Day," etc.)
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
9. Marketing Snapshot: CEO to share with Board the initial marketing plan for the 2025 annual fair (social media, radio, print, digital, WOM, OOH, etc.)
  - Motion \_\_\_\_\_ Second \_\_\_\_\_
10. Financial Review
  - Balance Sheet as of April 30<sup>st</sup>, 2025
  - Income Statement as of April 30<sup>st</sup>, 2025
  - Expenditures for April 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
- b. Director Comments
- c. Manager Comments
- d. Next scheduled Board meeting – Monday, June 23rd, 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:

- Pending Litigation pursuant to Government Code § 11126 (e)(2)
- 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**

**Attachments (delivered separately):**

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

**Financials as of April 30<sup>th</sup>, 2025 (Balance Sheet, Income Statement, Accounts Receivable)**

**Radio Advertising Plan\_Draft**