

**FOURTH DISTRICT AGRICULTURAL ASSOCIATION**  
175 FAIRGROUNDS DRIVE, PETALUMA, CALIFORNIA 94952  
**March 16, 2022**

Hosted in the Beverly C. Wilson building and via Zoom.

**DIRECTORS PRESENT:** Directors Moore, Grossi, Burleson, Marzo, McClure, Benedetti, James, Ghirardelli, and Parks

**DIRECTORS ABSENT (Excused):** All present

<b>Director</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Moore, President	X		
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Parks	X		
Director James	X		

**STAFF PRESENT:** Kristie Hubacker, CEO, Paulette Swallow, Exhibits

**GUESTS PRESENT:** CDFA Branch Chief Mike Francesconi, CDFA Resource Coordinator Kalia Mitchell

**The meeting was called to order at 3:00 PM by Director Moore, President.**

**APPROVAL & ADOPTION  
OF AGENDA:**

*M/s/c Directors Ghirardelli and James to approve the Agenda.*

<b>Director</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Moore, President	X		
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director Parks	X		

Director James	X		
----------------	---	--	--

**PUBLIC COMMENT:** Community member and Friends of the Fair member Alex attended to speak regarding the removal of portable wooden pens. Community members expressed concern around evacuation preparedness and timeframe to complete project.

**CORRESPONDENCE:** No report.

**CONSENT AGENDA:**  
 A. Minutes from February 2022 Board Meeting to be adjusted to reflect “Closed Session” item B into “Open Session”  
 B. Rental Agreements  
 C. Standard Agreements  
*M/s/c Directors James and McClure to approve the Consent Agenda.*

Director	Aye	Nay	Abstain
Moore, President	X		
Director Benedetti	X		
Director Burleson			X
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo			X
Director McClure	X		
Director Parks	X		
Director James	X		

**COMMITTEE REPORTS:**

**FINANCE:**  
 Directors McClure and James reported sponsorship numbers are low for 2022 Fair. CEO Hubacker reported that the numbers were not reflective of recent sponsorship contracts. Director Grossi commented that this needed further review.  
 Director McClure reported Account#500 appeared high due to the full year’s comp insurance being paid in one lump sum. Small charge for WUD domain with additional charges to come.  
 One CD matured on 3/25/22 and was reviewed.

*M/s/c Directors James and Ghirardelli to approve the Finance Report.*

Director	Aye	Nay	Abstain
Moore, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli			
Director Grossi	X		

Director Marzo	X		
Director McClure	X		
Director James			X
Director Parks	X		

**BUILDINGS & GROUNDS:** No Report

**EXHIBITS & LOCAL RULES:** No Report

**COMMERCIAL & CONCESSIONAIRE:** Director Benedetti reported there had been email communication with AGP Gravelle. CEO Hubacker reported there had not been progress on finding a cinnamon roll vendor.

**ENTERTAINMENT:** No Report

**PUBLICITY:** No report

**GOALS & LONG RANGE PLANNING:** Director Parks reported that the notifications for the Healthy Democracy “lottery panel” had been sent out by the City of Petaluma.

**LEGISLATIVE:** No report

**MILK BARN COMMITTEE:** No report

**FARMERS DAY:** No Report

**“Friends of the Fairgrounds”:** Director Parks reported that the Friends of the Fair were looking into participating in more public events.

**EXECUTIVE COMMITTEE:** President Moore reported that the Executive Committee had met to create a Resolution of Intent to Lease in response to the pending lease negotiations with the City of Petaluma. Director Parks reported that he had not distributed the report. Director James and President Moore suggested the Resolution be shared broadly and put out social media outlets as well as news outlets.

**OLD BUSINESS:**

**A. 2022 Fair:**

CEO Hubacker announced that the Guidebook would be going live on the website 4/1/2022 and that entries would open 4/18/2022. CEO Hubacker reported that all entertainment was finalized. CEO Hubacker expressed difficulty finding fair time employees. Director McClure suggested posting to local job boards.

**NEW BUSINESS:**

A. Work Days to begin with removing portable wooden pens from Sheep & Swine barns was discussed. Director McClure voiced concern around evacuation preparedness. CEO Hubacker and CDFA representative Mitchel discussed possibility to move portion of State owned pens to Sonoma-Marin Fairgrounds for use during evacuations. Director Parks expressed thought that the Board of Directors should leave work days to the discretion of the CEO.

*M/s/c Directors James and Parks to approve the work days.*

<b>Director</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Moore, President	X		
Director Benedetti	X		
Director Burleson		X	
Director Ghirardelli	X		
Director Grossi		X	
Director Marzo	X		
Director McClure	X		
Director James	X		
Director Parks	X		

B. No Action Taken.

C. Increase on Livestock Exhibit entries was discussed. Director McClure expressed concern around multi-participant families and the increase on cost. President Moore brought up idea of multi-entry discount for such cases. Director James inquired if multi-entry discounts was something offered by other fairs. Director Ghirardelli said that it was not something she had seen at other fairs. Board voted to increase Livestock Exhibit entries for 2022 Fair by doubling small and large animal fee and classics to \$15.

*M/s/c Directors McClure and Parks to approve the increase on Livestock Exhibit entry.*

<b>Director</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Moore, President	X		
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo	X		
Director McClure	X		
Director James	X		
Director Parks	X		

**CEO REPORT:**

A. Interim & Permanent Rentals

B. Industry Related Issues

CEO Hubacker reported that in discussion with other fair managers there was a lack of commercial vendor interest and no cinnamon roll vendor in the area.

C. Staff Updates:

- Brought on additional Maintenance employees to prepare for fair time and assist Maintenance Manager De La Torre
- Still looking for WUD day of coordinator
- Found new Concessions Auditor for June Fair

D. 2022 Fair:

- Full fair in progress

E. CEO Schedule

- CEO Hubacker reported that she will be coaching youth softball so will be leaving the office early a couple days of the week for games and practices. Additionally CEO Hubacker will be attending CEO Orientation hosted by the State in Sacramento on 3/23-24. CEO Hubacker will also be attending forklift training off site at next CDFA provided training day pending schedule.

F. Butter & Eggs Day Parade

- CEO Hubacker reported that the Downtown Association would be hosting volunteer training on site. CEO Hubacker reported that Clover, UACG, Friends of the Fair and PYSL would be storing their floats in MEB leading up to the parade.

**FOR YOUR INFORMATION:**

A. Interim events calendar was reviewed.

B. Next meeting will be April 20, 2022 at 3:00 PM.

- For next Agenda discuss Blue Ribbon recipient

**CLOSED SESSION:**

A. Real Property Negotiations Pursuant to California Government Code Section (§ 11126(c)(7) regarding fairgrounds lease of property at 175 Fairgrounds Drive (Assessor's Parcel Numbers 007031004 and 007031005) from the City of Petaluma.

*M/s by Director Ghirardelli and Director James to move into Closed Session.*

**RETURN TO OPEN SESSION:**

*M/s by Director James and Director McClure to return to Open Session.*

**ADJOURNMENT:**

*M/s by Director Ghirardelli and Director Parks to adjourn the Meeting at 6:53 PM.*

Respectfully submitted,

---

Dr. Lois Moore  
President

---

Kristie Hubacker  
Chief Executive Officer