

**FOURTH DISTRICT AGRICULTURAL ASSOCIATION**

175 FAIRGROUNDS DRIVE, PETALUMA, CALIFORNIA 94952

**November 13, 2024**

**Minutes**

Hosted in the Administration Office Board Room

**DIRECTORS PRESENT:** Directors Benedetti, McClure, James, Ghirardelli, and Parks  
**DIRECTORS ON ZOOM** Director Moore  
**DIRECTORS ABSENT (Excused)** Director Grossi & Marzo  
**DIRECTORS ABSENT** Director Burleson  
**STAFF PRESENT:** Mandy Clendenen, CEO, Rich Gravelle, AGP Analyst,  
**GUESTS PRESENT:** Megan Nakao, Staff Counsel Fairs & Expositions; Brandi Gragg; CDFA Attorney

**President Parks called the meeting to order at 3:04 PM.**

**APPROVAL & ADOPTION**

**OF AGENDA:** M/s/c Directors Ghirardelli and McClure to approve the agenda. The motion passed unanimously.

**PUBLIC COMMENT:** None.

**CONSENT AGENDA:** M/s/c Directors McClure and Moore to approve the Consent Agenda. The motion passed unanimously.

A. Minutes of October 2024 Board Meeting

**CORRESPONDENCE:** Notebook with letters from Katy Lundy's classroom from Ag Day.

**PRESIDENT REPORT:** None.

**DIRECTOR REPORTS:** Director Ghirardelli thanked everyone for supporting the No on Measure J campaign, which passed with a record number of votes opposing the measure. She stated that the opposition is already busy sending surveys to establish their next move.

**CEO REPORT:**

**A. Industry-Related Update:**

- CEO Clendenen attended the WFA Manager's conference and reported about classes and information learned.
- CEO Clendenen congratulated Director Ghirardelli on the No on J victory.

**B. Fairgrounds**

- CEO Clendenen reported that the City of Petaluma has requested all DAA property be vacated from the Livestock office by December 1. She noted that Amanda Houser would return to organize the ribbons so they would be organized when they were moved to the shop area. She reported that a city lock has been added to gate four and daisy-chained with the fairgrounds lock. She noted that Maintenance Worker De La Torre is moving items from Barn three to the Swine and Sheep barns for storage.
- CEO Clendenen reported that the administrative office had been further vandalized. Eggs were splattered on the mailbox key lock, and the Admin Office door, and glue was found in the Livestock Office lock. She reported the vandalism to CIRE.
- CEO Clendenen reported that she has communicated with the Property Manager and Ingrid Alverde, Director of economic development and open Government, about parking in the Admin Lot. She has instructed Maintenance Worker De La Torre to restore the parking signs bordering Rebuilding Together to restore the number of spaces assigned to the Fair. She reported that more teachers and Rebuilding Together have been parking in the Admin Lot.
- CEO Clendenen reported election results for city council seats in districts four, five, and six: Frank Quint, Alex Decarli, and Brian Barnicle, respectively.

**C. Fair**

- CEO Clendenen reported that Martech, the software the Fair uses for exhibit and livestock entries, including online entries, is going out of business. She noted that Martech offers two years of free use of the software without online entries. She reported that she plans

to research the cost of other software available in the industry, as online entries must be an option.

- CEO Clendenen reported that Cliff Sanders, the Fair’s Main Stage Production manager, will not return for 2025 due to family illnesses. She noted that John and Dylan, who assisted Cliff, can assume the role of Stage Manager.

**D. WFA Convention**

- CEO Clendenen reported that the WFA Convention in Reno is from January 19-22, 2025, and Director Mike Parks and Director Dayna Ghirardelli plan to attend.

**E. Fair Volunteer Appreciation Dinner:**

- CEO Clendenen thanked everyone for a successful Volunteer Fair Appreciation Dinner.

**F. CEO Schedule:**

- CEO Clendenen reported that she will attend the IAFE convention in Phoenix, AZ, in December, leaving November 30 and returning December 9.
- CEO Clendenen reported that AGPA Gravelle will be out of the office for much of November so that the office may be closed at times.

**COMMITTEE REPORTS:**

**FINANCE:**

- A.** Director McClure reported that the committee reviewed the financial statements for October. McClure noted that a CD matured on November 7 and was rolled to a 3-month 3.92% term. Director McClure reported that the only income is interest, and Payroll and related items are the bulk of the expenses for the remainder of the year.
- B.** Director McClure reported that a budget was reviewed, but the committee felt it was not ready to be presented to the Board. Director James affirmed that the board has the fiscal responsibility to review and approve a budget before operating. Discussions occurred. It was determined that the budget will be presented to the board in December.

M/s by Directors James and Benedetti to accept the October 2024 financial reports as given. The motion passed unanimously.

**BUILDINGS & GROUNDS:** Directors James and Benedetti – No report.

**EXHIBITS**

**& LOCAL RULES:** Directors Marzo and McClure - No report.

**COMMERCIAL &**

**CONCESSIONAIRE:** Director Burleson and James – No report.

**ENTERTAINMENT:** Directors Ghirardelli and Marzo – No report.

**GOALS & LONG RANGE**

**PLANNING:** Directors Grossi and Parks – No report.

**LEGISLATIVE:** Director Moore— No report. – CEO Clendenen reported that she has joined the legislative committee with CFA.

**MILK BARN:** Director Benedetti – No report.

**FARMERS DAY:** Director Grossi – No report.

**FRIENDS OF THE**

**FAIRGROUNDS:** President Parks — No report.

**OLD BUSINESS:**

- A. Post-Fair Fundraising—**No action taken.
- B. 2025 Sonoma-Marine Fair 6/19/22/25:**
  - 1. **Logo:** No Action taken.

**NEW BUSINESS:**

**A. Board Resolutions**

**1. Volunteer Resolution**

Authorize the members of the Board of Directors of the Sonoma-Marin Fairgrounds and any volunteers donating time for the Fair to be covered by Worker’s Compensation Insurance while performing their volunteer work in 2025.

*M/s/c Directors McClure and Benedetti. Motion passed unanimously.*

**2. General Resolution for Interim & Standard Agreements and Purchasing**

Authorize CEO Clendenen to execute Standard Agreements and Rental Agreements and make purchases that do not exceed \$100,000 for the period of January 1, 2025, through December 31, 2025, without further authorization from the Board of Directors. However, all such executed agreements and purchases are to be submitted to the Board of Directors for review at the subsequent meeting.

*M/s/c Directors Ghirardelli and James. Motion passed unanimously.*

**3. State Funding Allocation Resolution**

Authorize CEO Clendenen to formally request the 2025 State Funding Allocation from the California Department of Food and Agriculture.

*M/s/c Directors James and McClure. Motion passed unanimously.*

**FOR YOUR  
INFORMATION:  
CLOSED SESSION:**

None to report.

*M/s/c Directors Ghirardelli and McClure moved to convene into Closed Session at 3:51 p.m. to discuss:*

*DAA Real Estate Negotiations (Gov. Code § 11126(c)(7a)).property. Motion passed unanimously.*

**The Board reconvened in an open session at 4:28 p.m. President Parks reported no action was taken.**

**RECONVENE INTO  
OPEN SESSION:**

*M/s/c Directors Benedetti and Moore. The motion passed unanimously.*

**EXCUSED ABSENCES:**

*M/s/c by Directors McClure and James to excuse Directors Grossi & Marzo's absence.*

**ADJOURNMENT:**

*M/s/c by Director Ghirardelli and Benedetti to adjourn the meeting at 4:35 p.m. The motion passed unanimously.*

Respectfully submitted,

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Michael Parks  
President

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Mandy Clendenen  
Chief Executive Officer