

**FOURTH DISTRICT AGRICULTURAL ASSOCIATION**

175 FAIRGROUNDS DRIVE, PETALUMA, CALIFORNIA 94952

**December 18, 2024**

**Minutes**

Hosted in the Administration Office Board Room

**DIRECTORS PRESENT:** Directors Benedetti, McClure, James, Ghirardelli, Moore, Grossi, Marzo, and Parks  
**DIRECTORS ON ZOOM** None  
**DIRECTORS ABSENT (Excused)** None  
**DIRECTORS ABSENT** None  
**STAFF PRESENT:** Mandy Clendenen, CEO, Rich Gravelle, AGP Analyst,  
**GUESTS PRESENT:** Megan Nakao, Staff Counsel Fairs & Expositions

**President Parks called the meeting to order at 3:07 PM.**

**APPROVAL & ADOPTION**

**OF AGENDA:** M/s/c Directors McClure and James to approve the agenda with corrections to New Business item A. Should read “2025 Nominating Committee Report – Ruth & Lois”. The motion passed unanimously.

**PUBLIC COMMENT:** None.

**CONSENT AGENDA:** M/s/c Directors James and Moore to approve the Consent Agenda. The motion passed unanimously.  
A. Minutes of November 2024 Board Meeting

**CORRESPONDENCE:** Three Holiday cards distributed for review.

**PRESIDENT REPORT:** President Parks updated the board that the governor’s Appointment’s office contacted Director Burluson and that he has been relieved of his services as a Board member of the 4<sup>th</sup> DAA. Director Moore inquired about contacting Mr. Burluson to thank him for his services. CDFA Counsel Megan Nakao recommended that contact may be made with him as an individual but not as a Board or 4<sup>th</sup> DAA.

**DIRECTOR REPORTS:** Director Moore reported on the dinner party hosted by Linda Witong, a judge at the World’s Ugliest Dog contest at the Corinthian Yacht Club. The board members that attended the party were very impressed with her and enjoyed themselves. Director James announced and congratulated Director McClure, who will retire after 40 years with American Ag Credit in March.

**CEO REPORT:**

**A. Industry-Related Update:**

- CEO Clendenen attended the CDFA Collaborative Exchange in Sacramento on December 11th. CEO reported on the presentations given, including one by Aubrey Anthony – Assistant Deputy Appointments Secretary, who conducted a presentation regarding the process of appointing board members.
- CEO Clendenen reported attending the IAFE convention in Phoenix, AZ, from November 30<sup>th</sup> to December 5<sup>th</sup>. She said it was a great learning experience.
- CEO Clendenen provided a document that shows which state training the Board members need to complete for the DAA to receive annual funding.
- CEO Clendenen reported on a new service group called CERVE, and a document with information was provided.

**B. Fairgrounds**

- CEO Clendenen reported that the City of Petaluma’s Lumalce is up and running in the main parking lot. CEO reported on the construction of an art installment piece the city is facilitating on the carnival lawn. Lumalce and the serpent are anticipated to be on the grounds until mid-January.
- CEO Cendenen reported that she instructed Maintenance Worker De La Torre to reinstall the parking signs to reserve more spaces for the Fair office. She reported informing CIRE property managers that Live Oak continues to park in our marked spots.

**C. CEO Schedule:**

- CEO Clendenen reported that the office will be closed for portions of the Holidays and that AGPA Gravelle and Maintenance Worker De La Torre are also taking some vacation time. CEO Clendnen will update the voicemail to reflect the Holiday closures.

**COMMITTEE REPORTS:**

**FINANCE:**

- A.** Director McClure reported that the committee reviewed the November financial statements. McClure noted that a CD that matured on November 7<sup>th</sup> had to be rolled to LAIF because Chase Bank required a checking account to receive the higher rate.

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

- B.** Director McClure presented a budget for 2025

M/s by Directors McClure and James to approve the 2025 Budget as presented with the understanding that there will be significant changes and amendments based on information from the City of Petaluma and Marin County Fair.

**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.

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

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

**FRIENDS OF THE**

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

**OLD BUSINESS:** None

**NEW BUSINESS:**

- A.** 2025 Nominating Committee Report – McClure & Moore – approval of officers.  
 Director Moore reported the following nominations for 2025:  
 President-Dayna Ghirardelli  
 1<sup>st</sup> Vice President-Dominic Grossi  
 2<sup>nd</sup> Vice President-Nicole Marzo

M/s/c Directors Benedetti and James move to approve the Nominating Committee Report as given. Motion passed unanimously.

**FOR YOUR  
INFORMATION:  
CLOSED SESSION:**

None to report.

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

A. DAA Real Estate Negotiations (Gov. Code § 11126(c)(7a)).property

B. 3.1 Personnel Matter: (Government code section 11126 (a))

Motion passed unanimously.

**RECONVENE INTO  
OPEN SESSION:**

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

**The Board reconvened in an open session at 5:49 p.m. President Parks reported no action was taken.**

**EXCUSED ABSENCES:** None.

**ADJOURNMENT:** *M/s/c* by Director McClure and Benedetti to adjourn the meeting at **5:51** p.m. The motion passed unanimously.

Respectfully submitted,

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Michael Parks  
President

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Mandy Clendenen  
Chief Executive Officer