

Minutes Regular Board Meeting of the Mendocino County Fair & Apple Show
Apple Hall / Auditorium, February 13, 2023

The regular meeting of the Board of Directors of the Mendocino County Fair and Apple Show was called to order Monday February 13th, 7:07 pm by Director Bates.

MEMBERS PRESENT: N. Wyant, Bates, Clow, D. Wyant, & Baynham

MEMBERS ABSENT: Hiatt, Newcomer

MANAGER PRESENT: Brown

MINUTES/APPROVAL: **M/S/P by Directors Clow / N. Wyant** to approve the minutes of December 12th, 2022, as written. **Approved**

VISITORS - HEARING OF THE PUBLIC: Member Smith expressed her concern for better internet on the fairgrounds so vendors could use their credit card machine more efficiently during special events. She feels the vendors are losing sales by not having efficient internet.

APPROVAL OF AGENDA: **M/S/P by Directors Clow / N. Wyant** to approve the February 13th, Agenda as written. **Approved**

CORRESPONDENCE:

January

1. WFA Convention Jan 15 -18, 2023.
2. CFSA – Wishing Happy Holiday
3. CFSA – Office Closed on
 - a) December 23, 2022.
 - b) December 26, 2022
 - c) January 2, 2023
4. Barham Award – Recognition for leadership innovation & quality in service members.
5. WFA 2023 Hall of fame Inductees, Troy Bowers, Bob Walker, Joe Anderson
6. CFSA 7 tips to avoid employee practice claims.
 - 1) All employees must fill out time cards
 - 2) Include lunch and all breaks on time card
 - 3) Make sure checks have the correct Fair name & Address
 - 4) Create personnel Policy & follow through.
 - 5) Review Policies regular
 - 6) CFSA does not cover back pay, labor code penalties, Ect.
 - 7) All Employee Claims have \$10,000 Deductible.
7. F & E January 2023 winter storm warning.
8. 2023 Judging list sent out by F&E
9. F&E –Winter Storm Emergency declared by Governor
10. F & E Grant Available for community Resilience for Emergency Preparedness Center.

February

1. PG&E Jessica Melton 925-655-7085, resource Center in Parking lot during PSP.
2. List of Network of California Fairs by:
 - Class Size
 - Name
 - Address
 - CEO / and Contact

Fair Dates

Web Site

- 3. STOP Template released.
- 4. F & E Ken Anater Training Reimbursement Forms & Directions.
- 5. F&E Mike Fransconi, Avian Flu, no restrictions at this time.
- 6. F & E Sophia Goss – Revised State Rules.
- 7. CFSA Special event training Feb 22nd.

UNFINISHED BUSINESS:

- a. AVCSD Waste Water–Jim Reported from last meeting 12/16, Waste water everything worked out for purchase. Drinking water – approval of three well on the Meadow Estate, Hella Vineyard, Mid Boonville, Elementary school, Extra outreach – rate proposal – hookups & rates. 2/13 Water – Sites have changed over time, Many sites not suitable for system,, need more sources, 3 wells at airport, estimated 250 gallons Per day /per household, \$80 to \$90 per month per household. Tier system, Commercial, House. # Of parcels ?. Sewer System – Working on land purchase to set up monitoring equipment.
- b. New Truck – Have purchased and received how to get exempt plates.
- c. Bridge – Talk with CCA to redo will cost about \$150,000 to go to bid.

NEW BUSINESS:

- a. Election of Officers **M/S/P by Director Bates / Clow** to nominate Wayne Hiatt, President.
M/S/P by Director D. Wyant / N. Wyant nominate Sophia Bates, Vice President
M/S/P by Director Clow / Bates to nominate Jay Newcomer, Treasurer
Vote to approve nominations. **Approved**
- b. Budget Committee – **Director Bates Appointed**, Directors D. Waynt, Newcomer & Clow. To be the 2023 budget committee.
- c. Outstanding checks -Auditor has requested that we write off outstanding checks in the amount of \$7,334.11 checks dated 9/17/21 to 9/23/15 – **M/S/P by Directors Clow / N. Wyant** to write off outstanding checks in the amount \$7,334.11 **Approved**
- d. Raise for CEO – Due to mandatory raises for the minimum wage which is now \$15.50 Hr this year. Management needs to be 33% above which would be \$23.00 per hr it would raise my pay from \$21.50 to \$23.00 per hr.

Current	2023	Difference
\$44,720	\$47,840=	\$3,120
Benefits \$29,397	\$31,431=	\$2,034
Total per year \$74,117	\$79,271=	\$5,154

M/S/P by Directors Baynham / D. Wyant to approve Jim raise to \$23 per hour. **Approved**

- e. Account Receivable – Auditor request that the Board write off \$4,235.00 in Account receivable
Kenny Johnston \$4,225.00 & AV Chamber \$10.00 outstanding invoices.
M/S/P by Directors N. Wyant / D. Wyant to write off outstanding invoices in the amount of \$4,235.00.
Approved

MANAGER'S REPORT: Manager Brown reported on the following

1. Tree fell on house Becky is in. Johnson tree service cut tree off, we sealed the roof. Waiting on estimate to fix roof. Then send into County for reimbursement.
2. Gutted small house want to get estimate before deciding on tearing it down or remodeling.
3. WFA Convention had some good sessions.
 - a. Important to get all Fair vendors to submit gross receipts for 1499 Funding.
 - b. \$6 Million in 1499 fund F&E looking at how to distribute.
4. John & Becky have been cleaning up after storm. Grounds are looking good.
5. Sent contract to Gretchen for SNWMF once back will get to County for Approval. Already met with Sheriffs about event.
6. AV Brewery – Have met with them about 2023 Beer Fest April 29th, have sent contract to Brewery.
7. Water tests were negative.
8. CFSA Special event insurance, John Quiroz. CFSA will no longer accept money orders or Cashier's checks, too hard to place for what event.
9. High school to use little league fuel for practice. They will work on field.
10. F & E Kaylen Yates & Sophia Goss discussed the remaining funds from heater project. Everything in order.
11. CFSA – Mario Castagnola Risk insurance
 - a. Security Service - \$1million +
 - b. Mobile Equipment Add \$1 million
 - c. Christmas tree farms / Site / Recycle minimum of \$ 1 million
12. Purchased 2022 Ram Crew Cab 4x4 V8 with short bed for \$60,671.82. Have sent in for reimbursement of \$17,500 from USDA Grant.
13. Payed Workers Comp \$11,045.69
14. Payed General Liability \$13,549.98
15. Met with Grapevine Wireless. Steve Ulrich – He is going to come up with proposal that could include internet, phone and ATM service.

FINANCIAL MATTERS:

- a. **Receipts:** Reviewed for month of December 2022 \$ 9,014.90, and January 2023: \$3,261.48.
- b. **Bills:** Reviewed prior and current month bills of February 2023 \$191,553.22, **M/S/P by Directors D. Wyant/ N. Wyant** to pay bills in the amount of \$191,553.22 for prior and current month of February 2023. **Approved**

CONCERNS OF MANAGER:

- Weather
- Funding
- AVCSD
- Cash Flow
- Bridge

CONCERNS OF THE BOARD:

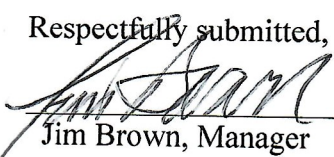
- Clow –Wood Panel, Paperwork for meetings.
- N. Wyant - Good to see Little League Field used
- Bates – Glad to see the Little League Field used
- Baynham –AVCSD, others to attend meetings
- D. Wyant – None
- Newcomer–
- Hiatt –

ANY OTHER ITEM NOT ON THE AGENDA REQUIRING IMMEDIATE ACTION. (54954.2):

Jim asked if we could move the March meeting to March 20th M/S/P N. Wyant /D. Wyant to move the March meeting to March 20th. **Approved**

ADJOURN: No other business at this time M/S/P by Directors Clow / N. Wyant to adjourn 7:55pm.
Approved

Respectfully submitted,

 2/15/23
Jim Brown, Manager


Gina Pardini, Secretary


Sophia Bates, Vice President