

BOARD MEETING NOTICE

The 31st DAA Board of Directors will be holding a board meeting on
Tuesday, February 27th, 2024 at 9:00 a.m.
Ventura County Fairgrounds - Santa Rosa Hall

BOARD OF DIRECTORS

Dan Long (President), Guillermo Rodriguez Ceja Jr. (Vice President), Betsy Chess, Leslie Cornejo, Cecilia Cuevas, Leah Lacayo, Miriam Mack, Shanté Morgan-Carter

STAFF

Jen McGuire, CEO, Heidi Ortiz, Executive Assistant, Jason Amelio, Sales Manager, Madalyn Johnson, Concessions Coordinator, Jenny Martin, Accounting Supervisor, Emilee Inez, Exhibits Supervisor, Jim Jennings, Maintenance Supervisor, Gerry Duran, Maintenance and Megan Hook, PR and Marketing

Public Participation

Members of the public are encouraged to provide comment to the Board. While the Board values the participation of the public, the Board president reserves the right to limit the time for public comment to a maximum of three (3) minutes per speaker in order to proceed with the agenda. Public comment must be related to fair authority and jurisdiction and their placement on the agenda is within the discretion of the Board.

All meeting notices, agendas and materials considered by the Board during the meeting will be available to the public prior to the meeting in the fair office. Agendas and meeting notices will be posted on Board's website at www.venturacountyfair.org.

AMERICAN WITH DISABILITIES ACT

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any Board meetings or Committee meetings, or in connection with other District Fair activities, may request assistance at the 31st DAA Fair office, 10 West Harbor Blvd., Ventura, CA or by calling (805) 648-3376. Requests should be made one (1) week in advance whenever possible.

Board of Directors Meeting Agenda

Ventura County Fairgrounds, 31st District Agricultural Association
10 W. Harbor Blvd. - Ventura, CA 93001 - (805) 648-3376
Website: venturacountyfair.org Contact: Jennifer McGuire, CEO

Tuesday, February 27th, 2024 at 9:00 a.m.
Ventura County Fairgrounds - Santa Rosa Hall

All matters noticed on this agenda may be considered for action. Items listed on the agenda may be considered in any order at the discretion of the Board President. Any item not so noticed will not be considered or discussed. The Board requests your courtesy to mute your electronic devices.

I. Call to Order

Roll Call

Declaration of Recusal or Conflict of Interest

Does any Board member have a conflict of interest that should preclude them from participating in discussions about or voting on any matter on today's agenda?

II. Pledge of Allegiance

III. Welcome and Introduction of Guests

Invitation for the public to introduce themselves (not mandatory)

IV. Public Comments on Items Not on the Agenda

In accordance with state law, the Board will not comment or otherwise consider Public Comment matters until and unless such items have been properly noticed for a future meeting.

V. Presentations

VI. Approval of Minutes

A. January 23rd, 2024 Board Meeting Minutes

VII. Financial Report

A. Financials ending December 31st, 2024

VIII. Committee Meetings

- A. Marketing Committee Meeting, Shanté Morgan-Carter – February 6th, 2024
- B. Policy Committee Meeting, Shanté Morgan-Carter – February 6th, 2024
 - 1. Discussion and possible action regarding policies.
 - 2. Discussion and possible action regarding ticket and vendor prices.
- C. Executive Committee Meeting, Dan Long – February 15th, 2024
- D. Operations Committee Meeting, Bill Ceja – February 15th, 2024
- E. Livestock Committee Meeting, Betsy Chess – February 15th, 2024

- IX. New Business**
 - A. Discussion and possible action regarding renaming the arena Jim Naylor Raceway and Arena
- X. Old Business**
 - A. Facility Update
 - B. 2024 Fair Update
- XI. Board Correspondence**
 - A. Memo from Mike Francesconi at California Dept. of Food & Agriculture, Fairs & Expositions: SB-616 Sick Days: Paid Sick Days Accrual and Use
 - B. Memo from Mike Francesconi at California Dept. of Food & Agriculture, Fairs & Expositions: Meeting and Posting Requirements for the Bagley-Keene Open Meeting Act January 1, 2024, update, and new CDFA policy for the submission of Notice & Agenda to CDFA F&E 15 days before each regularly scheduled meeting.
- XII. Consent Agenda: Items hereunder on the Consent Agenda are considered routine, not requiring separate discussion and will be enacted in one motion. Individual items A, 1-2, are approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.**
 - A. Agreements
 - 1. Standard Agreements
 - 2. Rental Agreements – Interim
- XIII. CEO Report**
- XIV. Presidents Report**
- XV. Director's Comments**
- XVI. Future Agenda Items**
- XVII. Adjourn**

Americans With Disabilities Act

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Board of Directors Meeting Minutes

Ventura County Fairgrounds
31st District Agricultural Association - 10 W. Harbor Blvd. - Ventura, CA 93001 - (805) 648-3376
Website: venturacountyfair.org Contact: Jennifer McGuire, Acting CEO

Tuesday, January 23rd, 2024 at 9:00 a.m.
Ventura County Fairgrounds – Santa Rosa Hall

I. Call to Order

Roll Call

Declaration of Recusal or Conflict of Interest

The meeting convened at 9:04 a.m. and called to order by President Long.

Directors present: President, Dan Long, Vice President, Guillermo Rodriguez Ceja, Betsy Chess, Leslie Cornejo, Leah Lacayo, Miriam Mack and Shanté Morgan-Carter.

Absent: M. Cecilia Cuevas

Staff present: Jen McGuire, CEO, Jason Amelio, Sales Manager, Madalyn Johnson, Concessions Manager, Megan Hook, PR & Marketing Firm, Jenny Martin, Accounting, Emilee Inez, Exhibits Supervisor, Marty Lieberman, Sponsorship Coordinator, Jim Jennings, Maintenance Supervisor, Patrick Maynard, Admissions Coordinator, Shelly Boyd, Sales Assistant, Gerry Duran, Maintenance Staff, Joe Hutchison, Maintenance Staff and Heidi Ortiz, Executive Secretary.

Guests Present: Aaron Pederson, President of Saffire, Sharon Ferro and Kathie Moore.

There were no conflicts of interest with any of the Board members that were present.

II. Pledge of Allegiance

Director Ceja led all present in the Pledge of Allegiance.

III. Welcome and Introduction of Guests

Invitation for the public to introduce themselves (not mandatory)

IV. Public Comment on Items Not on the Agenda

In accordance with State law, the Board will not comment or otherwise consider Public Comment matters until and unless such items have been properly noticed for a future meeting.

There were no public comments.

V. Presentations

A. Saffire – Cashless

CEO McGuire introduced Mr. Maynard and explained that he is the CEO of Blue Pacific Events and has been a key team member of the fair and fairgrounds. This year he is going

to lead a team in a new technology that we are striving for at the Fair and one of them is a cashless carnival.

Mr. Maynard stated that it was a pleasure to be here and was excited to work with everyone on the 2024 Fair specifically on the admissions and carnival side. With that, he introduced Aaron Pederson, the CEO of Saffire, who will be presenting the Blast Pass. This is a cashless or ticketless option that customers will be able to use on the carnival.

Mr. Pederson gave some background information on Saffire and stated that this is their 15th year in the fair industry. He explained that what he was bringing to the board today was technology that has been embraced by independent carnivals, like the Ventura County Fair, and Saffire has the honor to serve most independent midways. He continued with his power point presentation and explained the ins and outs of how the Blast Pass works.

Mr. Maynard explained that there is a lot that goes into this technology, so they have been meeting weekly to discuss the different options and configurations. He went over how admission sales was going to work and the reconfiguration of the front entrance. Kiosks will be used to sell tickets, similar to how carnival credits will be sold, but there will also be a percentage of cash sellers as well. They are working on plans, exploring different options and reconfiguring the front entrance layout. One of his goals is to be able to see what the real time data is at the end of each day. He explained that this new Saffire system will allow us to have that real-time data that we need. He explained that badges/credentials provided to staff, vendors, sponsors, etc. will have QR codes on them that indicate whether that person is in the right place. It will also give us the data to track scans and movements to see where people have been and the different gates they have accessed. Another thing he is looking into is placing kiosks at offsite locations in the community so people can buy tickets.

VI. Approval of Minutes

A. November 28th, 2023 Board Meeting Minutes

MOTION: To approve the November 28th, 2023 Board Meeting minutes.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Chess	X		
Director Cornejo	X		
Director Lacayo (Motion)	X		
Director Mack			X
Director Morgan-Carter			X
Vice President Ceja (Second)	X		
President Long	X		

VII. Financial Report

A. Financials ending November 30th, 2023

CEO McGuire commented that as she mentioned at the last meeting in November, we are shifting our financials over to CFSA who are producing our reports, paying our taxes and doing our payroll. Ms. Martin and Mr. Lopez are still in the accounting office and they are doing all the data entry and putting things where they need to go. They are going through the chart of accounts right now with CFSA and making necessary changes. The board will see as we move into the end of the year reports next month that a lot of the money is going to change from one account to another. There are some buckets that need to be fine-tuned and detailed that CFSA would like to see happen. There are additional revenue lines that need to be added and there will be a lot of shifting as we make these changes. CEO McGuire went on to review the balance sheet for the end of November 2023. She mentioned that at a previous meeting the board voted to move some money to the LAIF account, which she believes is at 4%, so that will be pursued.

VIII. New Business

A. Discussion and possible action regarding resolution for Workers Compensation for volunteers

CEO McGuire explained that Ms. Ortiz is going to read the motion and that we have to have this approved in the minutes before the deadline of February 15th for our Workers Compensation.

Ms. Ortiz read the motion the board was to approve: "A motion was made by Director blank, seconded by Director blank and carried that members of the Board of Directors of the Fair and any volunteers donating time for the Fair, will be covered by Workers Compensation Insurance while performing their volunteer work."

MOTION: To approve that members of the Board of Directors of the Fair and any volunteers donating time for the Fair, will be covered by Workers Compensation Insurance while performing their volunteer work.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Chess	X		
Director Cornejo (Motion)	X		
Director Lacayo (Second)	X		
Director Mack (not present)			
Director Morgan-Carter	X		
Vice President Ceja	X		
President Long	X		

IX. Old Business

A. Facility Update

- CEO McGuire explained that the big projects in progress right now are the Morgan Arena Equestrian Center and the Ag Building roof replacement. She explained some of the details and where things are at.

- An engineer came last week and inspected underneath the bleachers. Also, the State comes by once a week to inspect the grounds and confirmed that the bleacher retrofit project is almost complete. The next phase is the seat repair where the maintenance staff will work with Mr. Naylor to get that done.
- We do partner with Mr. Naylor on a lot of projects and explained that he is the owner and manager of the Ventura Raceway. He has a lot of connections in the industry and one project that needs to be done is the removal of the HVAC units on the Derby Club roof and Mr. Naylor knows a crane company that will remove those, which is a huge cost savings, and repair the roof. This is estimated to be a six hundred thousand dollar project and it will now be under one hundred thousand dollars.
- In the off-season, maintenance went through and updated the bathrooms by painting, repaired damaged floors, replaced sinks, toilets, faucets, etc. Mr. Hutchison is working on replacing all the lighting in the bathrooms by adding LED lights. Maintenance also put in new door stops, painted the carnival lot and a lot of the electrical boxes have been painted.
- The awning project for the San Miguel and Anacapa Buildings is the next project which is where we must reinforce the awnings at the entryways. The engineer came out and did some drawings and the State will oversee this project. It is an easy fix, it is just a process.

B. Fair 2024

CEO McGuire explained that staff just went to the WFA Convention and came back with new ideas and wanted to start with staff reports.

Megan Hook, PR & Marketing

- She attended the WFA Convention and explained Ventura won 14 achievement awards including many for photography, posters, programs and more.
- She got to meet with partners/future partners and network with others in the industry and she is proud to say that we are ahead of most fairs as far as marketing and beyond.
- The website design is in progress, and it is about 80% complete. Content is being added and the design will be fine-tuned as we go, but there is still some work to be done before going live.
- The new site will have the ability to take payments, run programmed ads for sponsors, and will greatly condense the number of pages on the site. This will give users a better experience and allow the site to operate more smoothly.
- She is working with a graphic artist that specializes in logos to create a series of logos for us. This includes: a 150th logo, a cleaned-up version of our current Fair logo, a complete reimagined Fair logo, and a logo specific to the Ventura County Fair and Event Center that will help differentiate year-round opportunities such as facility rentals from the 12-day Fair.
- She's been participating in a lot of the planning meetings with staff from ticketing and layout to parking and entertainment.
- Every department intersects with marketing and it's helpful for her to develop marketing plans as decisions are being made. There is an incredible amount of

energy amongst the staff to not only improve upon area that require it, but to also create new opportunities and experiences.

- The first 2024 Fair contest begins next week which is the 150th Theme Contest. The community gets involved in choosing a 150th-specific theme that will be used in a number of ways. This contest triggers a series of community-based contests leading up to the 2024 Fair: The winning theme of this contest will determine the theme of the Youth Poster Contest that immediately follows.
- After the Youth Poster Contest, we'll be hosting a Commemorative Poster Contest for adults as a special 150th event that pays homage to past posters created by the community.
- Following that, they will ask the community to be a part of the Fair in a new way: by submitting their favorite photo ever taken at the Fair. It will be printed and posted at the Fair to showcase our community of fairgoers.
- For marketing specifically, she has mapped out a marketing timeline for this year's Fair. From contests to entertainment, press, advertising, and more. She will talk a lot about experiences because it is not just about getting people through the gate, it is about improving and providing good experiences once the community is at the Fair.
- She will be helping with a lot of things onsite like creative and themed signage to improve the look and feel of different areas of the fair.
- One example of onsite creative is their partnership with 805 beer, the 805 Stage and now 805 Day during the Fair (Monday, August 5th). They will have access and utilize musicians 805 Beer has already established relationships with. As part of this collaboration, they will elevate the 805 Stage area experience – from entertainment to layout, food and beverage with price points of \$8.05 and more. This includes branding the area with signage, fence wraps, promotional items and more. It's an all-hands-on-deck effort as every department plays a role in the execution.

Madalyn Johnson, Concessions Manager

- She explained that WFA was great and there was a lot of networking. It is great to find out that vendors at other fairs, a lot bigger than us, gross about the same amount or even better.
- She feels like her recruiting efforts are really coming to fruition right now. She has really focused on local and has had a lot of interest.
- She and Ms. Inez are working on Art Walk and Shop, which is inside the Youth Building, and will house approximately 30 vendors.
- She has gotten a lot of response on Outdoor Living which will have someone who sells BBQs, there will be cornhole, a swing vendor, a construction vendor, and will include a little entertainment and market lights to make it an experience.
- She had a great conversation with Dr. Banuelos and learned that we are on a Chumash Village. She is talking about constructing an authentic Chumash hut and they are talking about bringing tribal members to come and talk about it while it's here. There is another section where they are considering bringing one of their tamals which is a 26-foot canoe made from a special redwood and they would have some members talk about that as well.

- She is meeting with Director Morgan-Carter about other space that is set aside for community where there is a food vendor, commercial vendor or community exhibits so everyone really gets to see everything in many different spaces.
- She is also working on new food vendors and adding some in the 805 stage area.

Marty Lieberman, Sponsorship Coordinator

- He stated that he is ahead of pace of previous years at \$380,000 as compared to \$180,000 last year.
- There are a lot of contracts out, so he is working on getting those fulfilled.
- The website will be turned over in a month or so and he will be ready with new material for the sponsors.
- Fulfillment begins sometime in February, which will be a lot of digital for now.
- He is excited to be working with the whole team because there is a lot of excitement and good ideas that has created new sponsorship opportunities.

Emilee Inez, Exhibits Supervisor & Junior Fair Board Advisor

- They have been working really hard to reimagine what the Youth Building will look like and her main job is to highlight exhibits. This will be done by bringing in those tasteful, thoughtful and very applicable vendors and create an art walk as they go through it.
- She has been working with Ms. Hook to possibly put a literal yellow brick road down so people can follow it as they walk through the building and look at all the exhibits.
- She has also been working with Ms. Johnson, Mr. Reinwald and Mr. Lieberman on reimagining the Floriculture area.
- There are 17 Junior Fair Board members that were appointed to the team. They had their first meeting this past weekend. Her main goal when they restarted this program is to promote diversity of their membership. She did this by not only marketing the membership towards the classic roots of 4H, FFA and Grange, but she also took the time to email every single high school counselor, principal, teacher and career center. The impact of those efforts were extremely evident in the application pool that was received and consequentially the 17 that have been appointed. Among those 17 members, there are 9 cities represented and 12 different high schools. She thinks for the first time in JFB history there are more non-livestock students than there are livestock students. At the first meeting, it was exciting to see the new ideas, perspectives and just all the things that they had to say.

Jason Amelio, Sales Manager & Fairtime Parking Manager

- He stated that he is excited to move towards a more cashless version of parking. Staff will still have the ability to accept cash but will be pushing it more towards credit card sales, which increases our security with money handling. This will also allow us to have more dynamic information on our parking.
- He covered events from 11/12 through 1/13. During this time Ventura Raceway ran the annual Turkey Night event. December saw the return of the Great Junk Hunt as well as several private events, the hosting of a meeting for the California Department of Pesticide Regulations and a multi week stay from Zoppe Circus.

- During this period, we took in just over \$60,000 in rental invoice revenue, down significantly from \$136,671 during the same time last year. The reduction was largely due to the cancelation of the Victory Sports Girls Gymnastic event and CBF Productions' decision not to run Snow N Glow locally this year. Additionally, last year the Sheriff's Office of Emergency Services required use of one of our Halls due to rain evacuations that were not needed this year. Similarly, parking was down during this same period with \$30,540 this year vs just over \$40,000 last year, again due to the loss of the 2 larger public events.
- One very bright spot was this year's Ventura Raceway Turkey Night event which saw a modest increase in parking revenue of about \$1,000 but a major increase in camping revenue with \$14,230 taken in this year, over double from what was taken last year which was \$6,435. Special thanks should go to Ms. Boyd, Ms. Inez and Mr. Vann who all worked very hard in making the camping such a success this year.
- In February we have several return events including the Jurassic Quest dinosaur show, Chopperfest, and The Great Train Show. We will also see two new events next month with the Grimoire Academy: World Fair & Exhibition and the Ventura Home Improvement and Outdoor Living Expo, a new Home and Garden Show event.
- We are continuing to work forward towards our spring event calendar including Hall of Flowers, California Strawberry Festival and Skull and Roses. We also hope to have updates on some big events for this summer and fall soon.

CEO McGuire wanted to add that staff is working on promoting our own events such as motorsports events, Oktoberfest and possibly some one-off concerts and use those as Foundation fundraising events. She had a lot of meetings at the Convention and motorsports will probably kick off in June. She will work with Mr. Naylor on that and the proceeds for that event could be put back into the Raceway.

CEO McGuire introduced Jim Jennings, who used to be head of maintenance many years ago and is now our production manager in the main arena during the Fair. He is here now to oversee the maintenance department in the interim season.

C. Discussion and possible action on the proposed purpose, mission, vision and direction statements

CEO McGuire explained that these were included in her CEO report.

There was further discussion and any directors that have input on any of these statements can email Director Morgan-Carter which she can bring to the Marketing Committee Meeting for discussion and then be brought back to the full board.

X. Board Correspondence

- A. Memo from Mike Francesconi at California Dept. of Food & Agriculture, Fairs & Expositions: 2024 State Rules for California Fairs

CEO McGuire explained that there were two memos from Mike Francesconi at F&E. One was in regards to the State Rules and the other one was Fair training reimbursements.

XI. Consent Agenda: Items hereunder on the Consent Agenda are considered routine, not requiring separate discussion and will be enacted in one motion. Individual items A, 1-2, are approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.

A. Agreements

1. Standard Agreements
2. Rental Agreements - Interim

MOTION: To approve the consent agenda with items A, 1-2.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Chess (Motion)	X		
Director Cornejo	X		
Director Lacayo	X		
Director Mack	X		
Director Morgan-Carter (Second)	X		
Vice President Ceja	X		
President Long	X		

XII. CEO Report

- There was a Ventura County Fairgrounds Foundation meeting yesterday. Four members resigned for various reasons, but there are nominations for new board members who will go through an interview process. They discussed whether they wanted to continue, and the board agreed that they did. Fundraising ideas were discussed and possibly doing one event a year and doing it well. She explained that there needed to be separation between the fair and foundation in terms of staff because it is a compliance issue across the state. They had election of officers. This year the focus for the Foundation is going to be on the Morgan Arena. There was discussion about hiring Ms. Hook or someone who comes recommended to tell their story, which she feels would make a huge difference in getting donors. It is important to keep the 501(c)3 active so that grants can be made through them. There is a new direction and they want to get more involved. They did an extensive tour of the Morgan Arena with Mr. Bowman who is with the Wood Claeysens Foundation. The Wood Claeysens Foundation really wants to see additional donors come in and help with things down there. She feels it is important to get their story out and have a media presence out there.
- There will be a Surfer's Point Meeting this afternoon with the City's engineer and construction manager. The Fair will be losing a lot of land and it will be good to walk it and actually visually see where they want to make changes.
- The Junior Fair Board is hosting a beach clean-up along with the City on March 2nd from 9 am -11 am. This will be a great activity for the Board to meet the Junior Fair Board. It

is open to the public and the Fair is offering a free fair ticket for anyone who comes out and helps.

- We did win a number of awards at WFA and she is glad Ms. Hook got to go so she can see everything and get an idea of how to win all the awards next year.
- Hall of Flowers is scheduled in March. They had to jump through some hoops with the City in terms of permitting and getting some paperwork straightened out. The City has an ordinance to hold only one event per year, so that will be our one event. The board will need to look at that policy and the City is going to revise their policy as well.
- She is working with Ms. Bailey-Findley on April dates for part two of the strategic planning.
- The CRC grant she applied for will require a strategic planning meeting so this will be perfect timing.

XIII. President's Report

- He explained that Mr. Hecht who is on the Foundation and also with Sespe Consulting, said that there are other ways to engineer things as far as our parking at Surfer's Point, which is good to hear. We are certainly going to look at that and do all we can to minimize the amount of parking we lose. The board will be updated as there are more details.
- He couldn't be any happier with what he hears and all the things getting done around the fairgrounds. He sees so much exponential potential this year. He is happy that we have such hard-working, dedicated staff that just keeps on plugging away and thanked everyone.
- He feels we are in really good shape and stated that CEO McGuire is an amazing leader and doesn't know how she does all that she does.

XIV. Director's Comments

Director Morgan-Carter

- She thanked staff and our fearless leader CEO McGuire.
- She is excited and is looking forward to continuing with the marketing efforts to bring awareness about the great things that we do.
- She is looking forward to this year.

Director Ceja

- He thanked everyone for the invitation to attend the WFA Convention. That was his first outing as a board member and explained that it was an interesting event. He explained that it was amazing to be in a room with so many other board members from other fairs throughout southern California. It was an interesting event and he really appreciated it.

Director Mack

- She explained that the bike path clean-up work that happened was amazing and appreciated.
- She explained that WFA was an amazing experience and she had never seen staff work so hard. She really had a good time and was impressed with everyone's work ethic and the creativity, experience and professionalism. It is a real honor to be part of this effort.

Director Chess

- She thought the convention was really interesting but seemed that staff got the most out of it. There was a lot going on with staff meetings, as they all heard today, but it is exciting to be a part of it all.

Director Cornejo

- She explained that she was only able to attend one day of the convention but made the most of it. It regenerated the excitement of being a part of this industry.
- She thanked staff, many of whom have stuck around over the years through some really tough times and they have stayed with the vision of what this Fair can be.
- She is excited to hear about having drones this year.

Director Lacayo

- She thanked staff for all the repairs and the upkeep of the fairgrounds. Redoing the bathrooms is such a huge deal, especially for women.
- She explained that CEO McGuire is doing a great job.
- She congratulated President Long for having his first meeting under his belt as well as Vice President Ceja.
- She looks forward to 2024.

XV. Future Agenda Items

1. Fair 2024

XVI. Adjourn

The meeting was adjourned at 11:13 a.m.

Submitted by: _____
Heidi Ortiz, Executive Secretary

Approved by: _____
Jennifer McGuire, CEO Ventura Fairgrounds

Approved by: _____
Dan Long, Board President

Executive Committee Meeting Minutes

Ventura County Fairgrounds

31st District Agricultural Association – 10 W. Harbor Blvd., Ventura, CA 93001
(805) 648-3376 Website: venturacountyfair.org Contact: Jennifer McGuire, CEO

February 15th, 2024

I. Call to Order

The meeting convened at 10:00 a.m., and called to order by Dan Long, Chair.

Directors present: Dan Long, Chair, Bill Ceja, Vice-Chair and Leah Lacayo, Member

Staff present: Jennifer McGuire, CEO, and Heidi Ortiz, Executive Assistant.

Guests present: Christy Weir, Chair of Downtown Ventura Organization, Brick Conners, Deputy City Manager of Ventura, Vincenzo Giammanco, Owner of CBF Productions and Niall Padden, Ventura Resident.

II. Public Comment

Public comments shall be limited to five (5) minutes per speaker. In accordance with Public Meeting Law, no action can be taken on public comments, unless they are identified elsewhere on the agenda. Public comments on items listed elsewhere on the agenda will be heard as that item is being considered.

Niall Padden – He asked the committee for their consideration and to bring to the board to give free access to law enforcement and their families to all the events at the fairgrounds. The most important thing is to not celebrate it publicly and announce that it is being done, he would like it to be done through appropriate channels. He thinks we should consider extending our hospitality to them and expressing our gratitude and allowing the officers, first responders and their families this service.

Christy Weir – The Downtown Ventura Organization would like to let the board know they are open to discussions about impacts from two events in particular, Strawberry Festival and the Chopperfest. If there is a mechanism to have an official discussion they would appreciate it. Also, they would like to know a sense of the schedule for the Surfer's Point Managed Retreat project because there will be a lot of trucking in and trucking out which will impact the streets.

III. Surfer's Pint Update and Discussion

Vincenzo Giammanco introduced himself and explained he was with CBF Productions, which is a local production company who does a lot of work with the DVO. Since 2020, the former CEO Barbara Quaid, always wanted to partner but wasn't able to make it work. However, in 2020 he had this crazy idea of doing Concerts in your Car, which Ms. Quaid and the board got behind and history was made. They did more live shows than anyone in the country and it was quite the spectacle. He had then approached Ms. Quaid with this concept called Surfer's Pint which is a pop-up, family friendly entertainment venue

that can fit in the Surfer's Point Live, which is what he calls the parking lot when they do the big festivals. This can generate more talent coming through that is not as expensive and create a revenue generator for the fairgrounds on a regular basis. He ran through his conceptual proposal and explained more details. He explained that the board has approved the concept in 2021 and it went on hiatus, but now that CEO McGuire is here he picked up steam and they are back on track with moving forward with the project.

CEO McGuire explained that there is a signed contract but wanted to reintroduce it to the new board members. They met with California Construction Authority who would be the project managers and oversee the whole project. We would own the utilities, but the pop-up containers and everything else would be Mr. Giammanco's. She sent the current contract to Mr. Southwick at F&E to send to legal to see how it can be amended without creating a new contract.

There was a discussion regarding parking which Mr. Giammanco addressed but explained that there needed to be further conversation regarding the details that still need to be worked out. This could potentially be another revenue stream for the fairgrounds.

CEO McGuire continued and stated that Mr. Giammanco's engineer would work with the State engineer, Mr. Sean Slay from CCA, who would be the project manager and help with the process. Once Mr. Southwick gets back to CEO McGuire she will get an amended contract in place. Then both engineers from each party will start to communicate and officially put drawings together and more information will be brought back to the board.

IV. Update of the Policy considerations from the Policy Ad-Hoc Committee

CEO McGuire stated that she and Ms. Ortiz went through the whole policy manual ahead of time and guided the Ad Hoc Policy Committee through the changes and recommendations. The committee also had updates to some of the sections and input from prior conversations with this committee. The board packet will have all the proposed changes with the strikethroughs and what is being proposed. We were able to eliminate a lot of verbiage in some sections and condensed it down. For example, all of the ticket prices were taken out and replaced with "ticket will be recommended by staff and approved by the board." This helps with not being held to specific numbers. The only section she did not touch is the Derby Club section because things will be changing. She had a meeting with CARF (California Association of Racing Fairs) and things are going in a different direction with horse racing, Calypso Sports and Fantasy Sports. She stated that we would also need to add something about Player's Casino. As far as the mission and vision statements go, those are still being worked on by the Marketing Committee which will be brought back in March. There are still some policies that the Ad Hoc committee wants to visit and dig a little deeper on, but a good amount of work has been done.

V. X Games Update and Discussion

CEO McGuire stated that there is a meeting scheduled for February 22nd, 2024 at 1 pm and there will be an update given at that meeting.

VI. Proper protocols and access for other events throughout the year, including Fair

President Long stated that this was more for the directors and how the vendors get in. With the new security system that we are bringing on this will change a lot.

CEO McGuire stated that it will change the entire flow of how we bring people into the fair. There have been meetings after meetings and mapping after mapping. Staff is going down to the Riverside County Fair to see the Saffire system and how they handle their traffic control. There has been a lot of thought put into all of this. The maps and plans will be shared once they are finalized.

VII. 2024 Fair

CEO McGuire gave an update.

- Staff has been actively planning and there have been weekly meetings. As mentioned, the mapping has been a big item and she is excited to reveal some of the new areas, especially the Floriculture Department which is renamed "The Gardens."
- Mr. Giammanco is going to be the front-of-house manager in the grandstand arena. There will be a go free or go VIP concept this year where people can upgrade to a VIP level or people can stay in the general admission area and watch the concert for free. This was a way of generating some extra revenue to be able to get better acts. The cost has gone up significantly, but we wanted to keep the cost down for the public.
- She has researched fees at other Fairs and she is working on keeping it reasonable for the public.
- They have been making weekly calls with Saffire.
- We have a new Midway Manager hired that is familiar with Saffire and the Blast Pass.
- There will be grandstand acts announced soon, and they will slowly be announced as they are confirmed.
- There are a lot of fairs that have ticket sales already online, so her goal is to get them on sale soon.
- The theme contest has launched and there are already close to 200 submissions.
- She is working with Ms. Hook on a rollout plan and timeline for all things Fair. Messaging is key because we are doing a lot of things differently.
- Staff is looking at adding LED messaging boards throughout the grounds like at the main entrance that directs traffic, one at the main arena entrance, etc.
- There might be an 805 day at the 805/Station stage which will be August 5th.
- There are tribute bands scheduled every day of the fair which range from Spazzmatics to Queen Nation to Tina Turner.
- Staff is remapping the Youth Building because a lot of people want that space, but they want to protect the exhibits. It will be called Art Walk and Shop.
- The tent between the two Quonsets will be removed and that area will be Outdoor Living or The Patio. That area will consist of backyard bbq's, cornhole and anything you want in your backyard. Ms. Johnson has a waiting list of vendors that want to come in. It will have an open concept and there will be market lights and entertainment of some sort.
- Rodeo Row is being revamped and cleaned up. She is looking to add market lights and Ms. Inez is talking to a contractor about redoing the fountain.

- She is working with Mr. Naylor on turn one because there used to be a set of bleachers there and now it is kind of an eye sore. He has an engineer that already has some drawings, which will be given to the State contractor. She has some ideas and knows that it just needs to be cleaned up. It will also be one of our VIP entrances, so it really needs to be improved.

VIII. Future Agenda Items

1. 2024 Fair

IX. Adjourn

The meeting was adjourned at 10:54 a.m.



January 26, 2024

D2024 - 01

TO: All District Agricultural Association CEOs

SUBJECT: SB-616 Sick Days: Paid Sick Days Accrual and Use

This letter is to inform you of the passage of [SB 616 \(Gonzalez\)](#) the latest revisions to the Healthy Workplaces, Healthy Families Act of 2014 (act) **Sick Days: Paid Sick Days Accrual and Use**. This act excludes specified employees covered by a valid collective bargaining agreement. This bill was signed into law by Governor Gavin Newsom on October 4, 2023, and went into effect on January 1, 2024, requiring employers to provide 5 days or 40 hours of paid sick leave to their employees.

Employee Entitlement:

- An employee who works for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular rate. Accrual shall begin on the first day of employment. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.
- An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry-over is required.

Employee Usage:

- An employee may use paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request.
- An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.

To help clarify questions you may have, see the Department of Industrial Relations answers to questions that are frequently asked about [California's Paid Sick Leave Law](#). Attached is a poster that must be displayed where employees can easily read it. How employers provide this leave depends on what kind of plan is adopted by the employer.



Employer Options for Accounting of Accrual and Use of Sick Leave

Option 1: Alternative Accrual Rates

- Amends this accrual exception to require that, in addition, employees have accrued no less than 40 hours (or 5 days) of leave by the 200th day of employment and that same amount by the 200th day in each subsequent year.

Accrual and Carryover

- Increases the cap to 80 hours or 10 days – whichever is greater.

Option 2: Frontloading

- Increases the frontload requirement to 40 hours or 5 days – whichever is greater.

Timing of the Frontload Distribution

- In addition to providing the frontloaded 24 hours or 3 days of paid leave for the employee to use by the 120th day of employment, employers must also ensure that the employee has no less than a total of 40 hours or 5 days of paid leave for the employee to use by the time they complete their 200th day of employment. Accordingly, this new provision essentially allows employers to provide the frontloaded amount in a piecemeal fashion rather than provide the entire lump sum at one time.
 - For example, the employer can provide 24 hours or 3 days by the 120th day of employment and an additional 16 hours or 2 days by the 200th day of employment.

The DAA should review its current paid sick time policy or paid time off policy to ensure that eligible employees are receiving sufficient paid sick time by January 1, 2024. The DAA sick time policy should clarify if the Accrual method or Frontloading method is being used by the employer.

If you have any questions, please contact Mike Francesconi, at (916) 900-5368.

Sincerely,



Mike Francesconi
Branch Chief
Enclosure

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

(Poster may be printed on 8 ½" x 11" letter size paper)

**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT:
CALIFORNIA PAID SICK LEAVE
(as amended effective 1/1/2024)**

Entitlement:

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.
- An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required.
- Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the requirements.

Usage:

- An employee may use paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the [alphabetical listing of cities, locations, and communities](#). Staff is available in person and by telephone.



February 6, 2024

D2024-02

TO: All District Agricultural Association Board Chairs and CEOs

SUBJECT: Meeting and Posting Requirements for the Bagley-Keene Open Meeting Act January 1, 2024, update, and new CDFA policy for the submission of Notice & Agenda to CDFA F&E 15 days before each regularly scheduled meeting.

The California Department of Food and Agriculture (CDFA) Fairs and Expositions Branch (F&E) wants to bring your attention to recent changes in the law, specifically [Government Codes: 11120 – 11132](#), also known as the [Bagley-Keene Open Meeting Act](#) which came into effect on January 1, 2024.

The recent CDFA F&E Circular Letter [D2023-06](#) outlines the modifications and new requirements for all District Agriculture Associations (DAA) meetings. To assist you, we have attached a copy of the D2023-06 Industry Memo for your reference.

In response to these changes and the heightened public scrutiny surrounding DAA fairs, the CDFA F&E and CDFA Legal teams have collaborated to develop policy strategies. These strategies aim to ensure that DAA meeting notices adhere to the following key principles:

1. **Accurate Agenda Items:** Meetings must be agendized correctly, providing sufficient information for the public to understand the topics to be discussed.
2. **Timely Corrections:** Any necessary corrections to the agenda, including proper notice of Closed Session topics, should occur before the 10-day posting requirement for regular board meetings.
3. **Advance Notice for Closed Sessions:** The CDFA Legal Team should receive ample notice of any intended Closed Sessions before the 10-day posting requirement.
4. **Support for Board Chairs and CEOs:** F&E will assist Board Chairs and CEOs by offering resources and guidance before the meeting.
5. **Early Completion of Notice and Agenda:** The Notice and Agenda should be complete and ready for posting to the Fair Website and Distribution List 10 days before the meeting.



To streamline this process, the CDFA Legal Office and CDFA F&E have introduced a new policy:

DAAs within the network of California Fairs are now required to submit a draft of their agenda to the CDFA F&E for review 15 days before any Board of Directors meeting. Please refer to the attached assignment listing to identify the CDFA F&E Resource Coordinator assigned to your DAA.

In addition to this policy change, F&E has identified some challenges faced by DAAs with the new meeting rules. To support our DAAs, we recommend careful consideration and adoption of the following points:

General Public Participation:

- The public must be allowed entry to the meeting location (physical address).
- If a teleconference option is provided (though not required), the public must be allowed to view the teleconferenced meeting in its entirety (except for a closed session).
- Public comment must be allowed for items not listed on the agenda AND for each item on the agenda whether informational or for a board action.
 - If the item is an action item, the board chair must call for any public comment BEFORE the vote is taken.
 - If the item is informational, the board chair should call for any public comment AFTER the information is provided.
 - If the item is a closed session, the board chair should call for public comment BEFORE adjourning to a closed session. Public comment is not required during a reconvene after reporting out of a closed session.
- Any Public making comments must be allowed the same amount of time as any other commenter.
 - If the Chair establishes a 3-minute speaking time for public comments, this 3-minute time must be allowed for each instance of public comments and cannot be adjusted later in the meeting for purposes of shortening the meeting.
- All meetings must comply with the Americans with Disabilities Act (ADA).

Updated Teleconference Requirements:

- Teleconference can be offered for your meeting (it is not required).
 - If a Teleconference option is offered, all open session items must be visible and audible to the public, at each teleconference location.
 - If a Teleconference Option is offered, ALL action items must be taken by Roll Call Voting.
- A Majority (Quorum) of members of the board **MUST** be present at the teleconference locations (physical address listed on the agenda).
 - Example: if your board has nine (9) board members, five (5) board members **MUST** be present onsite at your meeting address(es). The remaining four (4) members may attend and participate from a remote location.
- If your board is unable to meet the quorum requirement at the in-person location of the meeting, and a board member attending remotely would like to be counted toward the quorum requirement; the board member must:
 1. have a physical or mental disability as defined by Government Code §[12926](#) and §[12926.1](#), and
 2. notify the state body (fair office) of the need to participate remotely in writing in advance of the meeting.
 - This written notice should justify the need to attend remotely in no more than 20 words.
 - Any notices provided for remote attendance are to be included in the board minutes of the meeting.
 - The Board must take action to approve a board member's remote participation and inclusion in the quorum requirement. The Board action for a physical location exemption for board members needing to be included in the quorum requirement must occur at EACH meeting.
 - For the purposes of this vote, any board member attending remotely, including the board member requesting the exemption, should recuse themselves and abstain from voting on this action.
 - Only board members present on-site at the meeting location should vote on the approval of the board member's participation and inclusion to the quorum requirement.
 - ANY board member attending from a remote location **MUST** use their full name on the label for their teleconference participation AND must always appear on Camera during the meeting.
 - If the Teleconference software ceases working, or the online streaming of the teleconferenced meeting stops at any point during the meeting (except during a Closed

Session) regardless of the number of board members present at the on-site meeting location; the meeting of the board must stop.

- If the teleconference can be restored in a reasonable amount of time, the meeting may resume when the teleconference capability is restored.
- If the teleconference is not able to be restored, all discussion must cease, any remaining discussion and agenda items must be tabled, and the meeting must be rescheduled.
 - The fair website must be updated with a note to the public indicating the meeting was stopped due to teleconferencing and technical issues/errors, and when the next meeting will be scheduled to finish the remaining discussion and agenda items.
- ANY Board member attending from a remote location MUST announce the presence of ANY other individual of 18 years or older who is in the room or enters the room during the meeting. This announcement must be recorded in the minutes.

For any questions, please contact Mike Francesconi at mike.francesconi@cdfa.ca.gov or (916) 900-5365.

Sincerely,

A handwritten signature in blue ink that reads "Mike Francesconi". The signature is fluid and cursive, with the first name "Mike" and last name "Francesconi" clearly distinguishable.

Mike Francesconi
Branch Chief
Fairs & Expositions Branch

STANDARD AGREEMENTS

CONTRACT NO.	CONTRACTOR NAME	PURPOSE	AMOUNT
24-001	Viking Agency	Grounds Entertainment Production & Promotion	\$22,000.00
24-010	Persons/Kress Consulting	Concessions Auditing	\$17,420.00
24-015	Sponsor Source on behalf of Signature Spas	One Year Sponsorship	\$30,000.00
24-042	Tina Marie	Grounds Entertainment	\$13,500.00
24-043	All-Alaskan Racing Pigs, LLC	Grounds Entertainment	\$17,400 + RV
24-044	Kenneth McMeans (Fables of the West/Slim & Curly)	Grounds Entertainment	\$10,200.00
24-045	BC Characters	Grounds Entertainment	\$9,000.00
24-046	Stilt Circus, Inc.	Grounds Entertainment	\$18,850.00
24-047	CBF Productions	Concert Layout	\$25,000.00

Rental Agreements Non-Fair

CONTRACT NO.	CONTRACTOR NAME	PURPOSE	AMOUNT	DATE/EVENT	LOCATION
24-028	Stellar Worldwide Events Inc	Galaxies Festival	\$96,000.00	11/8/24 - 11/10/24	Full Grounds Event
24-029	Raceway Promotions Inc.	Ventura Raceway	\$69,258.00	2024 Season	Jim Naylor Raceway Arena
24-030	Serenity By The Sea	AA Meetup	\$9,522.00	4/26/24- 4/28/24	San Nicolas, McBride, Callahan
24-031	California Strawberry Festival	Festival	\$148,847.00	5/18/24 - 5/19/24	Full Grounds Event
24-032	Lopez Wedding	Wedding	\$3,721.00	11/16/24	San Nicolas Hall
24-033	Wilson Construction	Staff Training	\$6,139.00	3/5/24	Santa Rosa, Lot C (Partial)
24-034	Xtreme Backyards	Spa Show	\$8,140.00	4/10/24 - 4/16/24	San Miguel Hall
24-36	Parkinson Foundation	Moving Day	\$3,680.00	4/13/24	Lot C (Partial)
24-037	Latino Business Expo	Business Expo	\$2,987.00	4/25/24	Anacapa Hall
24-038	Driving Dynamics	Drivers Training	\$1,500.00	4/26/24	Lot C (Partial)
24-039	Jenn Jones Productions LLC /SanMar	Still Photoshoot	\$750.00	5/2/24	Beach Lot (Partial)
24-040	CBF Productions	Spring Wine Walk (Parking)	TBD	3/23/24	Lot A (Parking as needed)
24-041	Taconhy Entertainment LLC	Circus on Ice	\$4,114.00	3/22/24	San Miguel Hall
24-042	Exotic Bird Mart & Expo	Bird Show	\$1,902.00	3/17/24	San Miguel Hall
24-043	VFS Film Production	Film Shoot	\$1,658.00	3/16/24 - 3/17/24	Souvenir Booth, 100 Barn
24-044	Gold Coast Gem Show	Gem Show	\$30,354.00	3/24/24 - 3/26/24	San Miguel, Anacapa, Mc Bride, Callahan

Memorandum

Ventura County Fairgrounds
10 W. Harbor Blvd., Ventura, CA 93001, Phone (805) 648-3376

Date: February 22, 2024
To: Board of Directors
From: Jen McGuire, CEO
Subject: 31st DAA Proposed Policy Manual Changes

Enclosed are the proposed policy manual changes that came from the Ad Hoc Policy Committee for your consideration and approval at the February 27th, 2024 Board Meeting next week.

<u>SECTION</u>	<u>PAGE</u>
I Introductions and Definitions	I-1
II Board Operations	II-2, II-3, II-5, II-6, II-9, II-10, II-11, II-12, II-13, II-14, II-15, II-16 and II-17
V Fiscal Policies	V-2
VI Ventura County Fair Policies	VI-2, VI-3, VI-4, VI-6, VI-7, VI-9, VI-10, VI-11 and VI-12
VII Use of Facilities Policies	VII-4 and VII-6

100 INTRODUCTION*(Adopted 3/14/03, amended 5/28/13, 10/28/14, 2/27/24)*

This policy manual is the result of the Board of Directors' efforts to establish a consistent means of serving the needs of the people of the 31st District Agricultural Association.

It reflects the goals of the Association, brings consistency to its operations, provides fair treatment for all concerned, increases staff efficiency, cuts down on wasted effort, and relieves the Board and management of the burden of making repetitive decisions.

The policies offered here are the basis upon which management and staff conduct the business of the Association. The Board of Directors, as a policy setting body, has the ultimate responsibility for this manual's content. Its collective decisions will be the impetus for any changes. Such changes in the Policy Manual shall be made only as an attempt to further improve the Association's service to the community, and will be kept sufficiently broad and practical so as not to place undue limits or burdens on management.

Furthermore, any changes in, or exceptions to, the policies established in the Policy Manual shall be performed only by authority of a 2/3 majority vote of the full Board whether all are present at a meeting or not. Neither management nor Directors will take any actions contrary to established policy without such authority.

In some cases, procedures and goals are included to help insure consistent interpretation of policy. This manual should serve as a constant tool of management, a reminder to current Directors of policies currently in effect, and an introduction to the operation of the Association for new Directors. This policy manual shall be reviewed and ratified annually and approved ~~at the March Board meeting as needed~~. ~~The Annual Meeting will be held every January.~~

101 MISSION STATEMENT*(Adopted 6/25/03, amended 2/25/14, 4/28/15)*

"The mission of the 31st District Agricultural Association, otherwise known as the Ventura County Fairgrounds is to promote, support, educate, celebrate and preserve the diverse culture and traditions of our County and to make certain that the Ventura County Fairgrounds be an exemplary multi-use community resource."

102 DEFINITIONS*(Adopted 3/14/03, amended 11/28/06, 5/28/13)***Terms used within this Policy Manual**

ASSOCIATION The 31st District Agricultural Association (31st DAA), is one of 54 DAA's, 24 County Fairs, and 2 Citrus Fruit Fairs that make up the California Department of Food and Agriculture, Division of Fairs and Expositions.

BOARD <i>(Board of Directors)</i>	The policy-making body of the 31 st District Agricultural Association, consisting of nine (9) voting Directors, appointed by the Governor to fill four-year terms, and a non-voting Secretary-Treasurer/Manager.
CARF	California Authority of Racing Fairs. A Joint Powers Authority of which the Association is a member, made up of California fairs engaged in either live or satellite horse racing, or both.
CDFA	California Department of Food and Agriculture
CEO	The Chief Executive Officer/General Manager, or Secretary-Treasurer/Manager.
CFFA	California Fairs Financing Authority. A Joint Powers Authority of which the Association is a member, made up of California fairs involved in major capital improvement projects.
CFSA	California Fairs Services Authority. A Joint Powers Authority of which the District is a member, made up of California fairs for the purpose of risk management, computer services, management services, and group purchasing.
CHRB	California Horse Racing Board. A State of California Board appointed for the purpose of overseeing, regulating, and monitoring horse racing, and pari-mutuel betting.
DISTRICT	The area bounded by Ventura County lines. Also used as synonymous with "Association."
DIVISION	The Division of Fairs and Expositions, a branch of the California Department of Food and Agriculture.
IAFE	International Association of Fairs and Expositions. A trade organization of which the Association is a member. IAFE provides member fairs with congressional advocacy, professional development, and other industry related programs and services.
JPA	Joint Powers Authority. An organization made up of fairs with a common interest, need or goal.
MANAGEMENT	The CEO/General Manager and staff members designated by him/her as management staff.
OFFICERS	The Board President and Vice President are elected annually from, and by, the nine Directors; the Secretary-Treasurer/Manager is appointed annually by the

nine Directors. The President and Vice President are voting Officers; the Secretary-Treasurer/Manager is a non-voting Officer.

POLICY

A statement of intended results established by the Board to be consistently followed under stated conditions without reference to higher authority.

WFA

Western Fairs Association. A trade organization of which the Association is a member. WFA provides California Fairs with legislative advocacy, professional development, and other industry related programs and services.

200 BOARD OF DIRECTORS OBJECTIVES

(Adopted 3/14/03, amended 5/28/13)

- a. To create and maintain policies which reflect the goals of the Association as stated in the Mission Statement, to oversee the application and administration of Association resources and programs and to ensure financial soundness by management. To create and maintain policies which reflect the goals of the Association as stated in the Mission Statement.

201 DIRECTORS

201.01 Director's Appointments

(Adopted 3/14/03)

The Governor appoints directors. Appointments become effective immediately upon notification of both the appointee and the Association by the Governor's Office. Director's terms are four years, but they continue to serve beyond four years until they are either reappointed or replaced by the Governor, unless they resign earlier in writing to the Governor. Any Director appointed to fill a vacancy for an un-expired term is appointed for the balance of that term.

201.02 Directors' Responsibilities

(Adopted 3/14/03)

Under authority delegated by the California Food and Agriculture Code, and in accordance with other State laws, rules and regulations, Directors participate in the governance of the Association as a member of the Board of Directors. Unless delegated individual authority by the full Board, Directors participate only as a member of the Board, which as a group governs the Association.

201.02A Bagley Keene

(Adopted 5/28/13)

The Board of Directors with the CEO will ensure compliance with the provisions of the Bagley Keene Act (See Reference A)

201.02B Areas of Responsibility

(Adopted 5/28/13)

The Board works together with the Chief Executive Officer (CEO) to focus on policy objectives; the operational, financial and administrative functions of the fairgrounds; strategic planning strategies, the budget, and the long term welfare of the fairgrounds. The Board sets broad policies and goals, giving the CEO the support and full authority to implement them in the day-to-day management of the fairgrounds. It is important that the CEO and Board develop and implement

fiscal and operational policies and procedures which instill “best business practices” principles. Individual members of the Board have no authority to act independently of the full Board.

201.03 Director’s Resignations

(Adopted 3/14/13, amended 5/28/13)

The Governor's Appointment Office considers a Director as resigned when they take action upon receipt of a written notice from the Director, or the President acting under direction of the Board.

201.04 Director’s Expenses

(Adopted 3/14/03, 02/27/24)

Reimbursements for Directors' expenses ~~shall only be granted upon approval by the Board and~~ shall comply with state regulations.

201.05 Director’s Travel

(Adopted 10/28/14, Amended 1/26/16)

Travel authorization for each Director to the annual WFA Convention, if requested. Travel reservations will be made by individual Director, no later than two weeks prior to convention to obtain the most economical pricing and will be reimbursed by the District after submitting a receipt. Flight cancellations will not be reimbursed. If a Director becomes ill or has a death in the family, then the registration to the WFA Convention will be absorbed by the DAA.

201.06 Director’s Credentials

(Adopted 3/14/03, amended 5/27/08, 5/28/13, 2/27/24)

Each Director **plus one guest** shall be issued an officially recognized identification card. These identification cards shall be honored for all public events occurring at the fairgrounds. The identification card must be shown upon request for admittance during any event. The identification cards are intended to allow Directors the opportunity to examine the operations of the facility during use periods. Identification cards are intended for admission to events for this purpose only and facility renters will be so informed.

201.07 Promotion of Fair; Directors

(Adopted 5/27/08, amended 5/28/13, 10/28/14, 4/28/15, 1/26/16, 3/28/17, 2/27/24)

One of the key responsibilities of the directors of the 31st District Agricultural Association is to promote and encourage attendance and participation at the annual Fair. To assist the directors in discharging this responsibility each director may, at the director’s discretion, be provided with the following:

- Courtesy Admission Tickets to the Fair in a number to be determined by each individual director shall follow the FPPC Limit Regulations and each Director shall report accordingly on their 700 Form ~~but not to exceed seventy-eight (78) tickets~~ (Directors receiving requests for Courtesy Admission Tickets from charitable organizations shall refer the request to the Fairgrounds Chief Executive Officer);
- Reserved Seat Admission Tickets to each ~~concert~~ event in a number to be determined by the individual director ~~but not to exceed fourteen (14) per event;~~ shall follow the FPPC Limit Regulations and each Director shall report accordingly on their 700 Form. Ticket value shall be calculated by the administrative office.
- ~~Reserved Seat Admission Tickets to each Motor Sport event during the Fair in a number to be determined by the individual director but not to exceed ten (10) per event (at a cost to be determined annually by the CEO);~~
- ~~Reserved Seat Admission Tickets in the grandstands to each Rodeo in a number to be determined by the individual director, but not to exceed ten (10) per event;~~
- ~~Two (2)~~ "All Access" Concert Backstage Passes and artist Meet & Greets are determined by the artist management. If passes are allowed, they will be distributed by the CEO and Board President.
- Two (2) Reserved Parking Spaces;
- Carnival Admission "Gold Cards", not to exceed three (3) cards (at a cost to be determined annually by the CEO) and,
- ~~One "Golf Cart" or other appropriate means of transportation while on the Fairgrounds. Golf carts do pose a liability for the District and we ask that you use the proper routes, they are the safest by design. Alcohol is strictly prohibited on golf carts.~~
- Golf carts will be assigned to Directors as needed and requested, upon availability. Priority shall be given to those with mobility issues. Golf carts do pose a liability for the District and all state and CFSA Insurance rules regarding golf carts shall be followed. Alcohol and driving while intoxicated is strictly prohibited.

NOTE: Courtesy Admission Tickets may be reportable as gifts under the Fair Political Practices Commission (the CEO will annually determine the fair market value of these items).

202 OFFICERS OF THE BOARD

202.01 Board Elections

(Adopted 10/28/14)

Board elections will be held in November.

202.02 President - (Any Director)

(Adopted 3/14/03, amended 5/27/08, 5/28/13)

DUTIES

The President shall:

- a. Organize an effective Board that encourages maximum contributions by directors.
- b. Consult with the CEO in planning every Board meeting agenda and conducts.
- c. Serve as Chairperson of the Executive Committee.
- d. Maintain a close interface with the CEO on all issues confronting the organization, including concerns raised by the Board.
- e. Attend committee meetings as an ex-officio member, as time permits.
- f. When required, sign official documents on behalf of the Board including, but not limited to the annual budget and personnel documents relative to the CEO/General Manager.
- g. Appoint standing and ad hoc committees.
- h. Perform other duties as assigned by the Board.

202.03 Vice President

(Adopted 3/14/03, amended 5/28/13)

DUTIES

The Vice President shall:

- a. Assume the duties of the President in his/her absence.
- b. Serve as Vice Chair of the Executive Committee.

- c. Perform other duties as assigned by the President or the Board.

202.04 Terms of Office

(Adopted 3/14/03, amended 11/28/06, 5/28/13, 5/30/17)

The President and Vice President shall serve a two year term. Terms shall begin January 1st and end December 31st.

203 BOARD MEETINGS**203.01 General Policy**

(Adopted 3/14/03, amended 5/28/13)

It is this Board's policy that meetings be conducted:

- a. on the fourth Tuesday of each month beginning at 9:00 a.m., or with not less than ten (10) days' notice, cancelled at the discretion of the Board President or rescheduled with the full Board's consent;
- b. with the best interests of the District always considered of foremost importance.
- c. with attention paid to the discussion and determination of matters of policy only, delegating the implementation of those policies and the management, operation, and administration of the Association's activities to the CEO/General Manager.

203.02 The Bagley-Keene Open Meeting Act

(Adopted 3/14/03, amended 4/25/06, 5/27/08, 5/28/13, 2/27/24)

As an agency of the State of California, all meetings conducted by the Board and its committees shall be noticed and conducted in accordance with the Bagley-Keene Open Meeting Act.

The District shall follow all updated policies and procedures for public meetings, including teleconferencing, as outlined in CDFA Circular Letter D2024-02 dated 02/06/24.

203.03 Notification of Meetings

(Adopted 3/14/03, amended 4/25/06, amended 5/28/13, 2/27/24)

DAA's within the network of California Fairs are now required to submit a draft of their agenda to the CDFA F&E for review 15 days before any Board of Directors meeting.

Notice shall be given and also made available to the public on the Internet website at least ten (10) days in advance of the meeting, and shall include the name, address, and telephone number of any

person who can provide further information prior to the meeting. The written notice shall additionally include the address of the **Internet website** where notices are made available.

The notice of a meeting shall include a specific agenda for the meeting, which shall include the items of business to be transacted or discussed in closed session. A brief general description of an item generally need not exceed 20 words. A description of an item to be transacted or discussed in closed session shall include a citation of the specific statutory authority under which a closed session is being held. No item shall be added to the agenda subsequent to the provision of this notice.

203.04 Agenda Process

(Adopted 3/14/03, Amended 05/28/13)

The agenda that is sent to each Director in advance of the meetings shall include: minutes of committee meetings, updated financial reports, any pertinent correspondence and additional backup material necessary for them to consider items on which the Board may take action.

203.05 Public Records

(Adopted 3/14/03, amended 4/25/06, 5/27/08, 5/25/10, 5/28/13, 1/22/19)

As an agency of the State of California, all writings distributed to the Board, either in advance or during a meeting, are public records under the California Public Records Act, and shall be made available upon written request for an administrative fee of 20 cents per page for duplication.

The Board of Directors has adopted and will follow the California Department of Food and Agriculture's Public Records Act Requests policy. (See Reference D)

203.06 Quorum

(Adopted 3/14/03)

The presence of five (5) Directors constitutes a quorum. Action may result when a simple majority of a quorum votes "yes" on a motion. The exception is the 2/3 vote of the full Board required to change or make exception to these policies.

203.07 Absences

(Adopted 3/14/03)

Food and Agriculture Code Section 3967 authorizes Boards to grant excused absences for Directors who miss meetings. Absences for reasons of health or acts of nature are excusable. It is the Directors' responsibility to notify either the President or CEO/General Manager of the reason for any absence. Absences and excuses shall be reflected in the minutes. If a Director misses three (3) consecutive regularly scheduled meetings, such Director is presumed to have resigned, unless the Board excuses the absences.

203.08 Conduct of Meetings*(Adopted 3/14/03, amended 04/25/06, 05/28/13, amended 3/28/17)*

All meetings will be conducted in accordance with Robert's Rules of Order and the Bagley-Keene Open Meeting Act of January 2015.

203.09 Voting*(Adopted 3/14/03, amended 8/16/2016)*

The President is a voting member and should vote on all motions. The Presiding Officer may at his/her discretion ask for a roll call vote of the voting members present on any item. In such instances, the CEO/General Manager shall call the roll, and the Presiding Officer shall be called upon last. The CEO/General Manager, prior to the conduct of any further business, shall subsequently announce the result of any such roll call vote. No action, including the election or appointment of Officers, shall be taken secretly, except as provided for in the Bagley-Keene Open Meeting Act. There shall be no provision for absentee or proxy voting.

203.10 Exception to Agenda Requirements*(Adopted 3/14/03, amended 4/25/06, 5/28/13)*

Notwithstanding Section 11125 of the Bagley-Keene Open Meeting Act, a state body may take action on items of business not appearing on the posted agenda under any of the condition stated below:

- a. Upon a determination by a majority vote of the state body that an emergency situation exists, as defined in Section 11125.5 of the Bagley-Keene Open Meeting Act.
- b. Upon a determination by a two-thirds vote of the state body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there exists a need to take immediate action and that the need for action came to the attention of the state body subsequent to the agenda being posted as specified in Section 11125 of the Bagley-Keene Open Meeting Act.
- c. Notice of the additional item to be considered shall be provided to each member of the state body and to all parties that have requested notice of its meetings as soon as is practicable after a determination of the need to consider the item is made, but shall be delivered in a manner that allows it to be received by the members and by newspapers of general circulation and radio or television stations at least 48 hours before the time of the meeting specified in the notice. Notice shall be made available to newspapers of general circulation and radio or television stations by providing that notice to all national presswire services. Notice shall also be made available on the Internet as soon as is practicable after the decision to consider additional items at a meeting has been made.

203.11 Consent Agenda

(Adopted 3/14/03)

Items for Board approval that are routine in nature, adhere to current Board Policy, comply with standard state regulations, or are within the CEO/General Manager delegated authority will be designated under the agenda heading "Consent Agenda." They will be approved as a group with one motion.

Prior to their approval, any Board member may request either an explanation of any item contained therein or its removal from the consent agenda for separate consideration.

203.12 Public Comments

(Adopted 3/14/03, amended 05/28/13)

All agendas for Board meetings and committee meetings shall include a period for public comments. Public comments at Board meetings and committee meetings shall be limited to five (5) minutes per speaker. Comments on items that are listed elsewhere on the agenda should be held until that item is being considered so that public testimony can be considered at the time the item is deliberated.

203.13 Closed Sessions

(Adopted 3/14/03, amended 04/25/06, 05/28/13)

A Closed Session may be called as a part of the agenda of any regular meeting as described in Section 11126 of the Bagley-Keene Open Meeting Act. A Closed Session may be called by the President or in his/her absence, the Vice President, at the request of the CEO/General Manager or any Director.

The CEO/General Manager or designee will keep minutes of all Closed Sessions.

Immediately following the conclusion of a Closed Session the meeting shall be reconvened into public session. The presiding officer will make an announcement detailing the action taken, if any, but not the discussion leading up to the action.

203.14 Emergency Board Meetings

(Adopted 3/14/03, amended 04/25/06, 05/28/13)

- a. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a Board may hold an emergency meeting without complying with the 10-day notice requirement of Section 11125 of the Bagley-Keene Open Meeting Act or the 48-hour notice requirement of Section 11125.4 of the Bagley-Keene Open Meeting Act.

- b. However, newspapers of general circulation and radio or television stations that have requested notice of meetings pursuant to Section 11125 of the Bagley-Keene Open Meeting Act shall be notified by the presiding officer of the Board, or a designee thereof, one hour prior to the emergency meeting by telephone. Notice shall also be made available on the Internet as soon as is practicable after the decision to call the emergency meeting has been made. If telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the presiding officer of the Board, or a designee thereof, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

203.15 Special Board Meetings

(Adopted 3/14/03, amended 04/25/06, 05/28/13)

A special meeting, pursuant to one of the purposes specified in section 11125.4.(a), of the Bagley-Keene Open Meeting law may be called as noted above where compliance with the ten day notice provision would impose a substantial hardship or where immediate action is required to protect the public interest. Notice of any special meeting must be provided in accordance with Bagley Keene.

204 STANDING COMMITTEES

204.01 Appointment of Standing Committees

(Adopted 3/14/03)

The President of the Board of Directors shall appoint "Standing Committees" no later than the first regular Board meeting after taking office. (Existing committees shall remain in effect until the appointments are made.) These committees shall be assigned policy considerations deemed too cumbersome for full Board consideration and/or requiring expertise or knowledge possessed by the members of the committee.

204.02 Membership of Standing Committees

(Adopted 3/14/03, amended 11/15/05, 5/25/2010, 05/28/13, 2/27/24)

To the extent possible, the President should attempt to keep the make-up of committees so that some experience remains for continuity. Additional committees shall be appointed only when areas of policy consideration arise that are clearly outside the scope of existing committees.

Standing Committees shall consist of not more than ~~four (4), and not less than three (3) Directors,~~ (2) Directors with one designated as Chairperson and one designated as a Vice-Chairperson. The CEO/General Manager or his/her designated representative shall be in attendance at all committee meetings.

204.03 Authority of Standing Committee*(Adopted 3/14/03)*

Standing Committees shall act only to bring recommendations before the full Board, unless given specific authority by the Board to act on its behalf.

204.04 Standing Committee Meetings*(Adopted 3/14/03, 2/27/24)*

Standing Committee meetings shall be called by the CEO/General Manager, or the President (or in the case of his/her absence, the Vice President), and shall be called and noticed in accordance with the Bagley-Keene Open Meeting Act. Brief ~~minutes~~ **notes** of all committee meetings shall be kept ~~and submitted to the Board~~ **on file.**

204.05 Quorum of Standing Committees*(Adopted 3/14/03)*

The presence of a simple majority of the voting members of any standing committee shall constitute a quorum.

204.06 Voting*(Adopted 3/14/03, Amended 11/28/06, 2/27/24)*

~~The Chairperson is a voting member and should vote on all motions. The Chairperson may at his/her discretion ask for a roll call vote of the voting members present on any item. In such instances, the CEO/General Manager shall call the roll, and the Chairperson shall be called upon last. The Secretary Treasurer/Manager, prior to the conduct of any further business, shall subsequently announce the result of any such roll call vote. There shall be no provision for absentee or proxy voting.~~ **The standing committee shall make recommendations to the full board for voting purposes.**

205 OPERATIONS COMMITTEE*(Adopted 4/16/03, amended 11/15/05, 5/28/13, 2/25/14)***FUNCTION**

The Operations Committee provides recommendations to the Board in the areas of capital projects, public/private partnerships and maintenance and improvements to the grounds.

206 LIVESTOCK & EQUESTRIAN COMMITTEE*(Adopted 4/16/03, amended 12/14/04, 5/28/13)***FUNCTION**

The Livestock & Equestrian Committee provides recommendations to the Board in the areas of programming of the annual Ventura County Fair in respect to (large livestock, auction, small livestock and equestrian exhibits). The Committee shall annually review rates and fees related to these areas, as well as proposed new programs.

206.01 Ethics Advisory Committee*(Adopted 3/14/03 amended 12/14/04, 5/27/08, 5/28/13, 2/27/24)*

Members of the Ethics Advisory Committee will include two board members from the Executive Committee, CEO, Exhibits Supervisor, Large Livestock Superintendent, Assistant Large Livestock Superintendent and the presiding veterinarian. The committee shall meet as needed.

FUNCTION

The Ethics Advisory Committee will provide specific recommendations to the Livestock and Equestrian Committee regarding ethical and enforceable policies, guidelines and standards for the Exhibits Program.

207 MARKETING COMMITTEE*(Adopted 4/16/03, amended 12/14/04, 5/28/13, 2/25/14)***FUNCTION**

The Marketing Committee provides recommendations to the Board in the areas of advertising, public and media relations, publicity and promotions, promotional partnerships, sponsorships, community outreach, and market research.

208 EXECUTIVE COMMITTEE*(Adopted 4/16/03, amended 11/15/05, 5/27/08, 1/25/09, 5/28/13, 2/25/14)*

Membership includes the President, Vice-President, and the immediate Past President who is still a voting Director (if there is no Past President on the Board the President shall appoint an experienced Director to fill this position) and may include one additional Director.

FUNCTION

The Executive Committee acts on behalf of the Board when emergency matters arise (as identified in Section 11125.5 of the Bagley-Keene Open Meeting Act) when a quorum of the Board cannot be gathered for an Emergency Board Meeting in accordance with the same section. The Committee also formulates recommendations to the Board on policy matters that do not fall within the scope of another standing committee or a previously appointed ad hoc committee.

209 BUDGET COMMITTEE

(Adopted 1/25/09, amended 5/28/13, amended 10/28/14)

FUNCTION

The Budget Committee provides recommendations to the Board in the areas of finance and annual budget development.

210 AD HOC COMMITTEES

210.01 Appointment of Ad Hoc Committees

(Adopted 3/14/03)

The President of the Board of Directors, or in his/her absence the Vice President, shall appoint ad hoc committees when necessary to study specific issues that are not within the scope of any standing committee. Ad hoc committees shall be appointed for a specific purpose and shall be discharged by the President upon completion of its purpose.

210.02 Membership of Ad Hoc Committees

(Adopted 3/14/03, amended 5/28/13)

Ad hoc committees shall consist of not more than **(2) Directors** ~~four (4) Directors, and not less than three (3) Directors~~, with one designated as Chairperson and one designated as Vice Chairperson. The President shall not be a member of any ad hoc committee, but may act as an ex-officio (non-voting) member of each committee. The CEO/General Manager or his/her designated representative shall be in attendance at all committee meetings.

210.03 Authority of Ad Hoc Committees

(Adopted 3/14/03)

Ad hoc committees shall act only to bring recommendations before the full Board, unless given authority to act independently on specifically assigned issues, on behalf of the Board.

210.04 Ad Hoc Committee Meetings*(Adopted 3/14/03, amended 5/28/13)*

Ad hoc committee meetings shall be called by Committee Chair or Vice-Chair and shall be called and noticed in accordance with the Bagley-Keene Public Meeting Act. Brief minutes of all committee meetings shall be kept and submitted to the Board.

210.05 Quorum of Ad Hoc Committees*(Adopted 3/14/03)*

The presence of a simple majority of the voting members of any ad hoc committee shall constitute a quorum.

210.06 Voting*(Adopted 3/14/03, amended 3/28/17)*

The Chairperson is a voting member and should vote on all motions. The Chairperson may at his/her discretion ask for a roll call vote of the voting members present on any item. In such instances, the CEO/General Manager shall call the roll, and the Chairperson shall be called upon last. The Board or Committee Chairman, prior to the conduct of any further business, shall subsequently announce the result of any such roll call vote. There shall be no provision for absentee or proxy voting.

211 REPRESENTATIVES OF THE BOARD**211.01 Representatives of the Board***(Adopted 3/14/03, amended 5/28/13)*

CEO General Manager/Designee is the representative to the following organization:
International Association of Fairs and Expositions, Western Fairs Association, California Fairs Alliance, California Fair Services Authority, California Fairs Financing Authority and California Association of Racing Fairs.

Function: To be the voting representative of the Board at the above affiliate membership elections.

212 OFFICIAL PUBLIC STATEMENTS ON BEHALF OF THE BOARD*(Adopted 3/14/03, amended 5/27/08, 5/28/13, 4/28/15)*

When matters call for official public statements from the Board. The designated spokesperson for the Board shall be the Board President or the President's designee. There are three spokespeople for the Fairgrounds, the Board President, the CEO General Manager and the ~~Public Relations~~

~~Supervisor~~ designated Marketing Director or representative. Directors should refer questions regarding official statements on behalf of the Board to the CEO General Manager and/or the Board President.

213 THE FAIR POLITICAL PRACTICES ACT COMPLIANCE POLICY

(Adopted 2/25/14, Amended 10/28/14, 4/28/15, amended 3/28/17, amended 3/27/18)

PREFACE:

Members of the Board of Directors of the 31st District Agricultural Association (“Fairgrounds”) has, during its annual Fair, discharged its responsibilities on the basis of informal policies formulated and modified over several years. These policies were designed to assure that the board members, as public officials appointed by the Governor, comply with all applicable laws including the Fair Political Practices Act (FPPA), The Bagley Keene Act (BKA) and related advisory decisions by state and local agencies responsible for the implementation and enforcement of the Acts.

These policies were further designed to assure that the board members conduct themselves appropriately at all times while representing the fairgrounds. The board believes that it is the best interest of the fairgrounds and the public we serve to formalize these rules in our Policy Manual. The Policy Manual is a public document open to members of the public and the news media pursuant to the board’s ongoing commitment to transparency and integrity in the conduct the public’s business. This policy shall be known as “The Fair Political Practices Act Compliance Policy.”

POLICY STATEMENT:

Members of the Board of Directors are encouraged and expected to attend, in so far as is reasonably possible, the annual Ventura County Fair during its twelve (12) day run. In view of this commitment it is appropriate for the Fairgrounds to provide certain assistance to the members in order to facilitate carrying out their responsibilities. This assistance includes the following:

A. Parking

Each Director will be provided with 2 reserved parking during the Fair.

B. The Board Room

Providing for a private location where the Directors and their guests may conduct business, meet with individuals who can bring a benefit to the Fair/Fairgrounds generally and receive a break from participating in/observing activities of the Fair. This location is currently referred to as the “Directors Room” and the location and hours will be determined by staff and Board President. ~~in the Derby Club. It is~~

~~available to Directors from 11 AM to 11 PM daily during the Fair.~~ During fair time the Board has determined that it is reasonable for the Fairgrounds to make available in the Board Room meals and refreshments subject to the limitations and conditions set forth below. One of the purposes of making these services available is to provide guests, who may be able to bring a benefit to the Fair, with an opportunity to learn more about the Fairgrounds Foundation, charitable opportunities and Fairgrounds operations in a social setting. This is more specifically proscribed below. In furtherance of these goals the following policies shall guide the use and operation of the Board Room during the annual Fair.

C. Meals

~~Directors are expected to be present whenever present during the Fair and therefore the Fairgrounds will provide an evening meal for the Director and their guests each evening of the Fair.~~ Meal allowance will follow all current CDFA Rules per the Audit Office.

Lunch

Lunch ~~will be available daily~~ may be available in the Director's Room from 12:00 PM to 3:00 PM during the Fair from a limited menu. Directors pay concessionaire at time of service. Dates and times of operation will be determined by staff and Board President.

Dinner

Dinner will be served in the Director's Room between the hours of 5:00 PM and 8:00 PM ~~each evening of~~ during the Fair. The dinners ~~honoring the Grand Marshal, provided by the Fairgrounds,~~ will be by invitation only and include the Board and Foundation members and one guest each. Dates and times of operation will be determined by staff and Board President.

D. Board Room Credentials

Each Director and their spouse/~~significant other~~ partner must display their laminated identification upon entering and at all times while in the Director's Room. Each Director may invite up to six (6) additional guests to join the Director and his/her spouse/significant other in the Director's Room each evening of the Fair. Anyone without a laminated credential must go through the turnstile at the front gate.

E. Payment of Expenses

Each Director shall be responsible for payment of lunches and alcoholic beverages at time of service directly to concessionaire.

F. Alcoholic Beverages

Each Director shall be responsible for all costs and expenses relating to the consumption of any and all alcoholic beverages by themselves and/or their guests.

G. Children

Children under the age of twelve are not allowed in the Board Room without the supervision of an adult, preferably, a Director.

H. Director's Invoices

A statement of charges incurred by the Directors and their guests will be sent to each Director within thirty (30) days of the close of the Fair. Directors are expected to pay this bill within fifteen (15) days of receipt.

2. FAIR EVENTS AND DIRECTOR SUPPORT (2/27/24)**A. Transportation on the Fairgrounds**

~~The Fairgrounds will, upon request, provide a "golf cart" or other appropriate means of transportation to Directors during the Fair for the purpose of accessing remote areas of the fairgrounds and providing assistance to members of the public who may need transportation. Directors should be familiar with the rules applicable to the use of such vehicles since a breach could result in denial of insurance coverage in the event of a claim.~~

Golf carts will be assigned to Directors as needed and requested, upon availability. Priority shall be given to those with mobility issues. Golf carts do pose a liability for the District and all state and CFSA Insurance rules regarding golf carts shall be followed. Alcohol and driving while intoxicated is strictly prohibited.

B. Fair Posters (2/27/24)

Directors may, upon request, receive ~~up to ten (10)~~ Fair posters to assist them in their efforts to advertise and promote the Fair; each Director may also purchase ~~up to three (3)~~ framed posters at the cost of which will be billed to the Director as provided elsewhere herein. Distribution quantities will be approved by the CEO.

C. Charitable Donation of Admission Tickets

Each Director has the opportunity to present a request for not more than 50 admission tickets to a non-profit organization that would not otherwise be able to attend the Fair due to financial constraints. This request will be presented to the CEO for fulfillment and given to the Director for presentation. These tickets will be listed under the Directors name on the ticket manifest. Such requests should be on the proper letterhead from the non-profit.

D. Reserved Seating at Events (2/27/24)

~~It is the current policy of the Fairgrounds that concert and rodeo seats are free to all Fair attendees. In consideration of the Director's responsibility to promote charitable contributions to the Fairgrounds and Fairgrounds Foundation, each Director may utilize up to ten (10) reserved seats at each concert and rodeo for himself and appropriate guests. Directors should be aware that such seats will be made available to the public fifteen (15) minutes after each concert or rodeo begins. Premium seats in the first several rows will be for the use of the general public only. Also, each Director may request, at his or her expense, up to four (4) Auto Racing seats and/or Rodeo box seats for each such event at a cost to be determined each year by the CEO no later than two (2) weeks prior to the Fair. Any unsold box seats will be available to Directors at market value to be determined by the CEO no later than two (2) weeks prior to the Fair.~~

Directors may receive reserved seats to all events during the fair. Quantities and location will be determined by the CEO and Board President. Any reserved seating at events will follow the FPPC Regulations. Directors are responsible for reporting costs above the FPPC Regulation on their 700 Forms. Directors may also purchase additional seats no later than two weeks prior to the opening of the fair.

E. Gold Cards (2/27/24)

A Director may purchase up to three (3) "Gold Cards" which allows the bearer access to carnival rides, at a cost to be determined by the CEO no later than two (2) weeks prior to the Fair. Gold Cards must be ordered two (2) weeks prior to the Fair through the CEO's office. Directors must manage their Gold Cards.

F. Payment for Value Received

Board members may not accept gifts of merchandise, food or other things of value from vendors at the Fair. If not specifically addressed in this policy Directors are expected to pay for all services and/or goods which they, their family members or guests receive from people and entities, including the Fairgrounds, conducting or doing business at the Fair.

G. Director Conduct

Directors shall, at all times, conduct themselves in an appropriate and dignified manner recognizing that they are appointees of the Governor and represent not only that office but the people of the County of Ventura. Directors should not be boisterous or engage in excessive alcohol consumption; Directors and their guests are expected to treat the staff of the Fairgrounds and Spectra with respect and courtesy at all times.

A Director is also responsible for the conduct of his/her guests and should proactively assure that they understand Board Room policies and dress and behave appropriately

while in the Board Room and on Fairgrounds property. In the event a Director or guest fails to conduct him/herself appropriately, and the President and Vice President believes it is in the best interest of the Fairgrounds, they may ask the offending individual to leave the Board Room and Fairgrounds.

If a board member violates any provisions of this policy or allows his/her guest to do so, or refuses to follow the reasonable directions of the President and Vice President as provided for in this policy, the President and Vice President may bring the matter before the next regularly scheduled board meeting. The CEO and President may consider whether a formal action needs to be taken. The subject Director has the right to rebut the charges. If a censure is issued a copy thereof may, at the discretion of the board, be forwarded to the governor's office.

H. Director's Relationship to Staff

The Fairground's staff discharge their duties under the direction of the Fairgrounds chief operating officer according to policies developed by this board and the CEO. Directors have no authority over staff and shall not issue directions or orders to them except in an emergency and then only if the CEO or other management employee is not available. If the Director witnesses conduct on the part of a staff member he/she believes is questionable he/she shall notify the CEO and take no further action. The staff does not have the authority to waive or change any provision of this policy and a board member shall not ask or encourage any staff member to do so.

I. The Fair Political Practices Act / Bagley Keene Act

The Fairgrounds strongly urges each Director to become familiar with the FPPA and the BKA, in particular those provisions relating to reporting gifts and the limitations placed on the total dollar value of gifts that a Director may receive. Please contact the CEO for copies of these laws.

500 ACCOUNTING OVERVIEW*(Adopted 3/14/03, amended 5/28/13)*

The Association's accounts are maintained on the accrual basis of accounting, revenues are reported in the year earned rather than collected, and expenses are reported in the year incurred, rather than paid. Computerized accounting software facilitates accrual accounting. At the end of the year, when the books are closed, all anticipated transactions must be accrued, that is, income that has been earned, but not received, and expenses that been incurred, but not yet paid, must be recorded.

This manual does not purport to cover all of the intricacies of this subject. Please refer to the Accounting Procedures Manual. For all DAA's the state rules and regulations in the Accounting Procedures Manual supersede local manuals and procedures.

The organization shall have an annual audit.

501 BUDGET PREPARATION*(Adopted 3/14/03, amended 5/25/2010, 5/28/13)*

Development of the District's annual budget is a participatory process, with Department Heads proposing a budget for their department or activity to management for review, revision and/or approval prior to incorporation into the Master Budget for submittal to the Budget Committee and the Board for approval.

502 RECONCILIATION OF FUNDS*(Adopted 3/14/03, amended 2/2010)*

Reconciliation of all bank accounts and/or special District funds is to be performed on a monthly basis and submitted to Management for review, approval and initialing.

503 PURCHASING AND EXPENDITURES*(Adopted 3/14/03)*

Management shall cause detailed documentation of all purchases and expenditures to be kept in compliance with Division criteria, and in accordance with other state laws.

504 PURCHASING AND EXPENDITURE AUTHORITY*(Adopted 3/14/03, amended 5/28/13)*

The CEO/General Manager is authorized to approve purchases and expenditures contained within the budget for services and supplies necessary and incidental for the promotion and production of

Association sponsored events and activities. The CEO/General Manager may delegate purchasing and expenditure authority at his/her discretion, but remains ultimately responsible for all purchases and expenditures. Not to exceed \$500 for department heads.

505 JUNIOR LIVESTOCK AUCTION RECEIVABLES

(Adopted 3/14/03, amended 5/28/13, amended 10/28/14, amended 2/27/24)

It is the policy of the 31st DAA for buyers without an established payment record to pay on the day of auction prior to pick up live or harvested. Registered buyers must have current, valid credit card on file before purchasing an animal at the Junior Livestock Auction.

Qualified Auction Buyers will be sent an initial billing statement and two collection letters within the first 90 days after the Junior Livestock Auction. If the auction buyer has not paid the receivable within 90 days after the auction the receivable will be sent to a collection agency, or staff will file for a small claims judgment against the buyer. Whether to add or remove someone from the qualified buyer's list will be at the discretion of the CEO.

505.01 Multiple Buyers

(Adopted 1/24/17)

Multiple Buyers is defined as: Two or more individuals and/or businesses who decide to jointly purchase an animal at the Ventura County Fair Junior Livestock Auction.

A Multiple Buyer Form must be completed and signed by all buyers participating in the purchase of the animal indicating the amount or percentage of the purchase (plus any fees) each Buyer is responsible for and turned into the Auction Office on Auction Day.

One Buyer must be designated as the "responsible party" who signs the sale invoice and is responsible for payment in full of the total sale amount and any applicable fees.

Each Buyer on the Multiple Buyer Form is responsible for his/her portion however the Responsible Buyer is ultimately responsible for any uncollected monies due to the Fair.

Any multiple buyer account for this group purchase not paid within thirty (30) days of receipt of the billing invoice will be considered past due and the credit card of the Multiple Buyer Responsible Party will be charged.

All accounts not paid within thirty (30) days of receipt of invoice are subject to a 10% late fee charge, and any legal recourse available to the fair, this includes but not limited to: collections, small claims, lawsuits and attorney fees.

506 WITHDRAWAL/TRANSFER OF FUNDS FROM BANK ACCOUNTS

(Adopted 3/14/03, amended 11/28/06, 5/25/2010, 5/28/13)

Persons authorized to withdraw funds from Association bank accounts through the check signing process shall include the President, Vice-President, CEO/General Manager, and the Deputy Manager or management designee. Any withdrawal \$10,000 or more shall require two of the above signatures, and banks with which the Association has such accounts shall be so notified.

All transfers of funds between bank checking accounts are to be done through the on-line banking system. Transfers to/from savings or other investment accounts may be by phone, and may be made by the CEO/General Manager or Deputy General Manager.

507 PAYROLL

(Adopted 3/14/03, amended 5/28/13)

Payroll shall be issued twice per month on the 15th and the last day of the State's Pay Period Calendar. Management shall cause all payroll to be documented as prescribed by the Division, CDFA, Department of Personnel Administration, and all Civil Service Laws.

600 ADMISSIONS**600.01 General Policy***(Adopted 3/14/03, amended 5/28/13)*

The Ventura County Fairgrounds is an educational institution as well as an entertainment venue. Fairground's guests can expect to be educated, entertained, and informed by programming tailored to all ages and a wide variety of interests.

600.02 Fairgrounds Board Policy Prohibiting Gang Clothing and Paraphernalia*(Adopted 7/10/03, amended 6/22/04, 03/19/07, 5/28/13, 7/23/19)*

The Association strives to create an atmosphere for the enjoyment and entertainment of families. In order to preserve peace and the family atmosphere of the Ventura County Fair and other events held at the Association, dress associated with the known gangs identified by local law enforcement and listed in this policy shall not be worn by anyone entering The Association during these events. It is the experience of law enforcement and the understanding of The Association that the wearing of clothing and/or other identifying articles of these known gangs can intimidate members of the general public, and/or threaten or incite violence from members of the public or other gangs.

Dress associated with known gangs prohibited by this policy includes, any item of clothing, visible tattoo, or other article bearing the name of the gang, or any sign, symbol or insignia representing the gang (collectively "dress"). It shall also include any clothing modified to show such name, sign, symbol or insignia of the known gang. This prohibition does not ban the wearing of any specified colors. It also does not ban the wearing of, for example, hats or sport team clothing unless the same have been altered to symbolize one of the listed gangs.

600.02A Criminal Street Gangs as defined in Penal Code Section 186.22 (Reference C)

The CEO/General Manager of The Association is hereby authorized upon recommendation of local law enforcement to add an identified gang to the prohibited list. If such an addition is made, the gang's name will be added to this policy.

Any person entering The Association with the dress prohibited in this policy may be subject to arrest for trespassing.

600.02B Prohibiting Attendance of Ventura Avenue Gangsters at the Ventura County Fair

The safety of each visitor and employee at the Ventura County Fair is of utmost importance to the Fair Grounds Board.

It has been established through legal proceedings and the ongoing opinion of the Ventura Police Department (VPD), that the Ventura Avenue Gangsters (VAG), known by several other names (see Reference C) claims the Ventura County Fair Grounds as part of its territory. VAG has a long history and currently defends its territory against rival gangs, often through aggressive violence. In the past this enforcement has involved the Fair Grounds during the annual Ventura County Fair.

The Board recognizes that VPD has a special unit exclusively devoted to gang activity and membership. The members of that unit, both past and current have developed expertise in identifying those associated with VAG.

Therefore, in order to preserve the safety of those attending the Ventura County Fair, it shall be Board policy that the Ventura Avenue Gangsters, and all those identified as active members of VAG and those identified as those who participate or act concert with or for VAG or its members or associates, where such participation is more that nominal, passive, inactive or purely technical shall be prohibited as follows:

From entering and remaining on the Ventura County Fair Grounds during the annual Ventura County Fair. Those who do shall be trespassing.

Upon first contact the individual shall be informed of the prohibition and that that person is trespassing. They shall be offered the opportunity to leave voluntarily and escorted off the Fair Grounds.

After such a procedure, if the person later returns law enforcement, at its discretion, can either eject them or arrest them for trespass.

Nothing in the policy shall preclude the enforcement of the existing civil injunction. Those persons covered by that order shall be considered to be trespassing as well and the warning procedure referred to above shall not apply to them.

LANGUAGE FOR SIGNS POSTED OUTSIDE FAIRGROUNDS

No clothing, visible tattoos, or other article showing the name, insignia, sign, or symbol ("dress") of specified gangs may be worn or displayed by any person entering or present at the Association. If a member of the public enters the Association with prohibited gang dress, that person may be subject to arrest for trespassing. (Policy No. 602.01.01) Please contact Security Supervisor's Office with any questions regarding this policy or to confirm whether the dress of a particular gang is prohibited.

600.03 Paid Admissions

(Adopted 3/14/03, amended 04/25/06, 5/27/08, 12/02/08, 5/28/13, 3/22/22, 2/27/24)

Paid admission fees and promotional days will be recommended by the CEO and approved by the Board, before they go on sale.

~~Admission fees to the Ventura County Fair are as follows:~~

- ~~a. Fairgoers ages 0-5 shall be admitted to the Fair for free.~~
- ~~b. Fairgoers ages 6-12 shall be admitted to the Fair for \$10.00 per day.~~
- ~~c. Fairgoers ages 13-64 shall be admitted to the Fair for \$15.00 per day.~~
- ~~d. Fairgoers ages 65-99 shall be admitted to the Fair for \$10.00 per day.~~
- e. Fairgoers ages 100 and over shall be admitted to the Fair for free, with proper identification.

600.04 Pre Sale Admissions

(Adopted 3/14/03, amended 04/25/06, 5/27/08, 12/02/08, 5/28/13)

CEO/General Manager will annually bring before the Board that year's recommendations.

600.05 Courtesy Admissions

(Adopted 3/14/03, amended 5/28/13)

California Food and Agriculture Code allows admission to the Fair without payment of an admission fee, under certain circumstances and within certain restrictions. Courtesy admissions may not exceed four percent (4%) of the previous year's Fair's paid admissions.

For purpose of clarification, the four percent (4%) limitation shall not include special days allowed or required by the California Food and Agriculture Code. The CEO will be authorized to update policy according to Code.

600.06 Youth Day Admissions

(Adopted 3/14/03, amended 5/28/13)

California Food and Agriculture Code requires that the Ventura County Fairgrounds offer free admission to youth twelve (12) years of age and under on at least one weekday of the Fair.

600.07 Senior's & Persons with Disability Day Admissions

(Adopted 3/14/03, amended 5/28/13)

All persons defined by fairground's management as seniors or persons with disabilities shall be admitted to the Fair without payment of an admission fee on Senior's or Persons with Disabilities Day. On this day fairgoers sixty-five (65) years of age and over or persons with disabilities shall be admitted to the Fair without charge for the entire Fair operating hours.

600.08 Military Appreciation Day Admissions

(Adopted 3/14/03, amended 5/28/13)

All military personnel and their families shall be admitted to the Fair without payment of an admission fee on Military Appreciation Day. On this day military personnel and their families shall be admitted to the Fair without charge for the entire Fair operating hours. Each person requesting admission under this policy may be asked to evidence their eligibility with a current, valid military identification.

600.09 Credential Admissions

(Adopted 3/14/03)

Credentials may be issued to any person performing a service for, or on behalf of the Fair including but not limited to Board Members; fairground's employees; fairground's volunteers; contractors, sub-contractors and their employees; commercial exhibitors, concessionaires and their employees; entertainers and their employees; working media; and any other person who provides a legitimate service to any of the above, who in the opinion of management has reason to enter the fairgrounds to conduct business necessary or incidental to the production and presentation of the Ventura County Fair.

Credential admissions shall admit the bearer to the fairgrounds without payment of ordinary admission fees, and may only be used for admission in connection with legitimate Fair business on the grounds.

600.10 Lifetime Credential (02/27/24)

Those who have completed their four-year service, as a member of the Ventura County Fairgrounds Board of Directors will receive a non-transferable lifetime credential, upon leaving, valid for complimentary admission to the Ventura County Fair for the former director and one guest and includes parking. These credentials will not be replaced if lost or stolen. The Board of Directors or the CEO/General Manager may honor an outstanding individual for outstanding achievement.

600.11 Commercial Exhibitors and Concessionaires Credentials

(Adopted 3/14/03, 2/27/24)

Credential admissions will be issued at the direction of the CEO.

~~The following credential admissions shall be issued to each Commercial Exhibitor or Concessionaire as follows:~~

- ~~a. Any Commercial Exhibitor or Concessionaire whose rental payment to the fair is based in part or in whole on a percentage of gross sales shall be issued thirty six (36) Daily Credentials per location, valid for one (1) admission to the fair each, at no charge.~~
- ~~b. Any Commercial Exhibitor or Concessionaire whose rental payment to the fair is based on a flat fee shall be issued twenty four (24) Daily Credentials per 10' X 10' exhibit space increment, valid for one (1) admission to the fair, at no charge.~~

600.12 Refunds
(Adopted 3/14/03)

Fees paid for admission to the Ventura County Fair are non-refundable. All admission tickets and credentials sold for the Ventura County Fair shall so note this "no refund" policy.

601 AMERICANS WITH DISABILITIES ACT
(Adopted 3/14/03, amended 5/28/13)

It is the policy of the Association to follow and enforce the Americans with Disabilities Act established in 1990.

602 COMPETITIVE EXHIBITS AND EVENTS

602.01 Requests for Exemption from State Rules
(Adopted 3/14/03)

Any request for exemption to the State Rules for Competition at California Fairs must be made in writing to the CEO/General Manager for review and recommendation by the appropriate Committee and to the full Board. Although the Board cannot waive or amend State Rules, their majority approval is required to make such a request to the Division of Fairs and Expositions with or without additional requirements or stipulations they place on the exhibit or the exhibitor as conditions of their request. Further conditions should be limited to the exhibitor's participation in that department only, and not on participation in other departments of the fair.

Exhibitors making such a request are encouraged to participate in any Committee or Board Meeting at which the request will be discussed. Management will notify the exhibitor of these meetings, as well as request from the exhibitor the documentation required by the Staff, Committee and/or Board.

All requests will be reviewed on their own merit, and any previous resolution to similar requests shall not be considered precedent setting.

603 CONCESSIONS

603.01 Selection Criteria
(Adopted 3/14/03)

Applications for space rental during the Fair shall be considered by management on the basis of:

- a. product balance on the fairgrounds;

- b. uniqueness and appeal of product to fairgoers;
- c. for returning applicants, a satisfactory history of cooperation with rules and regulations;
- d. ability to set up a professional, attractive display; and
- e. application presentation.

Management may restrict duplication of brand names, trade name articles, products or services in any given area.

603.02 Exhibit and Concessions Space Applications

(Adopted 3/14/03, 2/27/24)

- a. Anyone requesting information on obtaining space will be sent an application form. The application must be returned by the date specified in the cover letter, payment and booth photo.
- b. The application is not, in any way, a commitment by management or the applicant.
- c. Consideration will be given to each applicant, and notification of acceptance or non-acceptance will be made by management.
- d. If no space is available, the applicant's name will be placed on a waiting list.

603.03 Exhibit and Concessions Space Reservations

(Adopted 3/14/03, 2/27/24)

- a. It is understood and agreed that licensees from previous Fairs do not automatically receive an invitation to return.
- b. Each rental agreement is reviewed and acted upon in the best interest of the Fair on an annual basis.
- c. If invited to return, ~~every effort will be made to assign the same space as in the prior year, but~~ management has the right to move licensee to another location in the best interest of the Fair at any time. This must be approved by the CEO.
- d. Returnees may request a different location. Every consideration will be given to such a request should space become available.
- e. Concessionaires are required to submit a detailed drawing, pictures, or diagram of their proposed booth. Applications received without a detailed drawing, pictures or diagram of their proposed booth will not be considered for acceptance.

603.04 Fees for Outside Exhibit and Concessions Space*(Adopted 1/27/04, amended 04/25/06, 5/27/08, 3/04/09, 5/28/13, 4/28/15, 2/27/24)*

An updated fee schedule shall be presented by the CEO and voted on by the Board when there is a change in fees.

The following fees shall be charged to vendors for outside space rental during the Ventura County Fair for commercial or fundraising purposes:

- a. Non-Food Commercial Concessions
- b. Commercial Outdoor Space
- c. Professional Food Concessionaires
- d. Qualified Local Service Organization Food Concessionaires
- e. Independent Midway:

Carnival Rides:	% of ride gross
Super-spectacular Rides:	% of ride gross
Food Concessions:	% of gross sales, less sales tax
Carnival Games:	% of game gross

- f. Other

Management may negotiate fees to be charged for larger than a standard 10' X 10' space, and may increase fees for space identified as prime.

- a. ~~Non-Food Commercial Concessions:~~

~~The fee for a standard 10' x 10' space shall be \$1,050.00 — \$1,100 \$1,500 \$1,700 (Main Street and Commercial Building), Ocean Lane \$1,275 for twelve (12) days.~~

- b. ~~Commercial Annex Outdoor Living:~~

~~The fee for a standard 10' x 10' space shall be \$900.00 — \$1,100.00 for twelve (12) days.~~

- c. ~~Professional Food Concessionaires:~~

~~The fee per location shall be \$2,000.00 or 25% of the gross sales, less sales tax or whichever is greater for twelve (12) days.~~

- d. ~~Qualified Local Service Organization Food Concessionaires:~~

~~The fee per location shall be \$2,000.00 or 20% of the gross sales, less sales tax or whichever is greater for twelve (12) days.~~

- e. ~~Independent Midway:~~

Carnival Rides:	48% 46% of ride gross
Super spectacular Rides:	up to 48% of ride gross
Food Concessions:	25% of gross sales, less sales tax
Carnival Games:	25% of game gross

- f. Other

Management may negotiate fees to be charged for larger than a standard 10' X 10' space, and may increase fees for space identified as prime.

Fees or rates, as established for any particular area or facility pursuant to the criteria stated above, shall apply uniformly and without exception to any and all entities utilizing exhibit space within said area or facility.

603.05 Fees for Indoor Exhibit or Concessions Space

(Adopted 3/14/03, amended 5/28/13)

Indoor concessions and commercial exhibits shall be limited to the Commercial Building during the Ventura County Fair. Because indoor space is limited an additional \$50 will be added per 10' x 10' space for "Non-Food Concession" spaces.

Fees or rates, as established for any particular area or facility pursuant to the criteria stated above, shall apply uniformly and without exception to any and all entities utilizing exhibit space within said area or facility.

603.06 Insurance Requirements

(Adopted 3/14/03)

The contractor/renter must provide a signed original evidence of coverage for the term of the agreement protecting the legal liability of the State of California, District Agricultural Associations, County Fairs, Citrus Fairs, or California Exposition and State Fair, their directors, officers, agents, servants, and employees, from occurrences related to operations under the contract.

603.07 Special Events Liability Insurance

(Adopted 3/14/03)

Commercial Exhibitors and Concessionaires may qualify for reasonably priced Special Event Liability Insurance (SELI), when applicable.

SELI coverage is subject to renewal or cancellation by the California Fairs Services Authority (CFSA) upon notice.

603.08 Special Events Liability Insurance Injuries

(Adopted 3/14/03)

All accidents, occurrences, or claims must be reported to Management. Reports must include:

- a. Name, address and telephone number of the injured person.
- b. Name, address and telephone number of any witnesses.
- c. A description of the accident (how, when and where it happened).

- d. A description of the extent of bodily injury or property damage.

Once this information is received, management will report all information at once by telephone to the insurance authority followed by a brief written report.

603.09 Employees or Officers of the Association

(Adopted 3/14/03)

Employees or Officers of the 31st District Agricultural Association may not have a financial interest in any exhibit or concession on the grounds of the 31st District Agricultural Association.

603.10 Metal and Glass Containers

(Adopted 3/14/03, amended 03/27/07)

No metal or glass containers are allowed on the grounds. All beverages, with the exception of energy drinks in aluminum cans, must be served in paper or plastic cups.

603.11 Alcoholic Beverages

(Adopted 3/14/03, amended 5/28/13)

The Association's master food and beverage concessionaire has been granted the exclusive right to sell and/or serve alcoholic beverages on the Association's property.

No alcoholic beverages of any type will be permitted in exhibit or concession space or mobile unit. Possession by and/or intoxication of exhibit or concessions personnel shall be grounds for immediate closure of exhibit or concession and/or dismissal from the Fair.

603.12 Bumper Stickers

(Adopted 3/14/03)

Distribution of any kind of bumper stickers is prohibited.

603.13 Food Samples

(Adopted 3/14/03)

Sampling of food stuffs may be permitted on a limited basis only after obtaining approval from management and the Department of Health.

604 ENTERTAINMENT

604.01 General Policy

(Adopted 3/14/03, amended 5/27/08, 5/25/2010, 2/27/24)

Entertainment and special events programming presented as part of the Ventura County Fair shall appeal to the broad audiences attending the Fair. Specifically, management shall include the following elements within the program:

- a. At least one venue showcasing community-performing talent, have contests in which fairgoers can participate without pre-attendance entry requirement and other special events designed to encourage community participation.
- b. Admission to grandstand events, except motorsports, are on a first come first served basis and subject to audience capacity limitations established by management. Paid VIP seating upgrades may be established based on management recommendations.
- c. An admission fee will be charged for Motorsports ~~of \$5.00~~ for adults, children 12 years and under free, tickets to be issued for all seats in the arena for Motorsports.

604.02 Grandstand Backstage Access

(Adopted 3/14/03, amended 4/28/15)

Backstage management reserves the right to determine the extent to which backstage access is afforded to anyone who is not directly involved in the production of the show.

604.03 Grandstand Seating

(Adopted 3/14/03, amended 04/25/06, 5/27/08, 5/28/13, 2/27/24)

Seating for all grandstand shows shall include general admission and VIP areas ~~be by general admission~~, except as otherwise provided in this policy. General admission shall mean that seats are available on a first come first served basis, shall not require or permit advance reservation, and shall not require payment of an additional fee beyond paid admission to the Fair. VIP areas may require an additional fee as determined by management.

Management shall provide limited reserved seating for all grandstand shows, in an effort to provide customary accommodations for artist's guests, working media, sponsors, and Board members and their guests. All reserved seating shall require a ticket specifying section, row and seat location, which shall be surrendered upon seating for the show. All reserved seats for which tickets have not been issued prior to the show shall be made general admission seating before the grandstand is open to the public.

A limited number of box seats shall be available to purchase by the general public prior to Fair. These seats shall be sold on a season basis and only in groups of ten (10) seats. "Season" shall mean tickets for each and every grandstand performance during the Fair. Prior years reserved seat patrons shall be offered the opportunity to purchase reserved seating first and prior to them being offered to the general public. Reserved seating shall be assigned on a priority basis based on the purchaser's longevity of uninterrupted participation in this program. Groups of ten (10) tickets to each and every performance shall be sold for \$2,000 ~~\$1400~~, which shall include admission to the Fair. Unoccupied box seats will not be released at any time during the show.

605 FAIR DATES*(Adopted 3/14/03)*

The Ventura County Fair shall be twelve (12) days long during the month of July/August.

606 FAIR HOURS*(Adopted 3/14/03, amended 03/27/07, 10/28/14, 3/28/17, 3/22/22, 2/27/24)*

~~The Ventura County Fair will open at noon five days (the first day of Fair and both weekends) and 1 p.m. the other seven days. Exhibit buildings will close at 10:00 p.m. nightly; the Commercial Building and Commercial Annex will close at 10:00 p.m. Sundays through Thursdays, 11:00 pm Fridays and Saturdays.~~ Fair hours will be established by staff and posted on the fair website. Admissions will be sold from opening until 10:00 pm nightly.

ALL BUILDINGS CLOSE AT 10 PM

(Commercial Building and Annex close at 10:30pm 11p.m. on Friday and Saturday)

CONCESSION STAND CLOSING TIME

Outside stands must remain open until 11 p.m.

Main Midway closes no later than midnight and not before 11 p.m.

NOTE: Regardless of weather, all exhibits and concessions are to remain open during the posted hours of the Ventura County Fair.

607 PARKING**607.01 Public Parking***(Adopted 3/14/03, amended 02/22/05, 5/27/08, 3/30/09, 5/28/13, 3/22/22, 2/27/24)*

Parking on the fairgrounds is extremely limited, and shall be offered to the public on a first come, first served basis. There shall be a \$20.00 fee per vehicle for on-site parking during the Ventura County Fair.

The Fairgrounds shall also endeavor to provide additional off-site parking convenient to fairgoers, and shall provide shuttle service to guests parking in off site lots. Shuttle service to and from the Fairgrounds shall be offered at no charge.

The Fairgrounds assumes no responsibility for damage to, or loss of, any vehicle or its contents.

All laws pertaining to parking in the California Vehicle Code are in effect in both on site and off site lots used for the Ventura County Fair. Parking violation citations issued by any law enforcement agency including but not limited to illegal use of handicapped parking spaces, shall

be the responsibility of the owner of the cited vehicle. The Fairgrounds cannot and will not adjudicate such citations. Vehicles so parked may be towed and/or impounded at the owner's expense.

607.02 Reserved Parking

(Adopted 3/14/03, amended 5/27/08, 5/25/2010, 5/28/13)

Directors shall be issued two (2) Reserved Parking Permits each. These permits shall be valid every day of the Fair in the parking spaces indicated on the permits.

Each purchaser of a box seat will be issued one (1) reserved parking space. The permit shall be valid every day of the Fair, but only in the parking space indicated on the permit.

Additionally, Management may designate reserved parking for Staff.

607.03 Credential Parking

(Adopted 3/14/03, amended 5/27/08)

Parking Credentials may be issued to any person performing a service for, or on behalf of the Fair including but not limited to Fairground's employees; Fair volunteers; contractors, sub-contractors and their employees; commercial exhibitors, concessionaires and their employees; entertainers and their employees; working media; and any other person who provides a legitimate service to any of the above, who in the opinion of management has reason to enter the fairgrounds to conduct business necessary or incidental to the production and presentation of the Ventura County Fair.

Credential admissions shall admit the bearer's vehicle to the fairgrounds on-site parking lots without payment of ordinary parking fees, and may only be used for parking in connection with legitimate fairground's business on the grounds subject to space availability.

607.04 Commercial Exhibitors' and Concessionaires' Parking

(Adopted 3/14/03, amended 04/25/06, 5/25/2010, 2/27/24)

Credential parking will be issued based upon availability. Location and allowable spaces to be determined by staff.

~~The following Credential Parking shall be issued to each Commercial Exhibitor or Concessionaire as follows:~~

- ~~a. Any Commercial Exhibitor or Concessionaire whose rental payment to the Fair is based in part or in whole on a percentage of gross sales shall be issued thirty six (36) Daily Parking passes per location, valid for every day of the Fair, at no charge.~~
- ~~b. Any Commercial Exhibitor or Concessionaire whose rental payment to the Fair is based on a flat fee shall be issued twenty four (24) Daily Parking Passes per 10' X 10' exhibit space increment, valid for every day of the Fair, at no charge.~~

608 SMOKING

(Adopted 3/14/03, amended 3/28/17)

The Ventura County Fairgrounds as a state facility shall be designated as a smoke free facility. Smoking and vaping will be allowed in posted designated areas throughout the grounds and identified in a manner for Ventura County Fairground's employees and the public to utilize.

This policy extends to entities that lease, rent or otherwise utilize the facility to hold events on various parts of the property.

609 SOLICITATION

(Adopted 3/14/03, amended 5/28/13)

Solicitation of any kind anywhere on the Association's property, or property otherwise under the control of the Association, shall only be permitted by individuals or groups which have been contractually authorized by the Association.

Nothing in this policy shall prevent persons from exercising their First Amendment Rights as provided for under the Association's Free Speech Policy (see Section IV Safety Policies), which is incorporated herein by reference.

700 USE OF FACILITIES FOR EMERGENCY PURPOSES*(Adopted 10/23/07)*

“It is the policy of the Ventura County Fairgrounds that in any declared emergency the fairgrounds shall be made available to any government emergency services agency for the purpose of staging, securing domestic animals and/or for the housing of displaced individuals. The CEO/General Manager shall have the authority to decline the request of any such agency if the following conditions are present:

1. There are substantial bookings of the fairgrounds facilities that are incompatible with the emergency use of the fairgrounds, and
2. The requesting government emergency services agency has a satisfactory alternative site that will accommodate its needs.”

701 RENTAL OF FACILITIES AND EQUIPMENT**701.01 General Policy***(Adopted 3/14/03, amended 04/25/06)*

The main purpose of the Association is the sponsorship of the Ventura County Fair in July/August. Interim use of the facilities and equipment of the Association is undertaken as a means of defraying the costs involved in the year-round operation of the Association and the facilities for this purpose.

The CEO/General Manager and the Board shall encourage the use of Association by the people of the District and others.

701.02 Reservations*(Adopted 3/14/03, amended 5/25/10, amended 3/28/17)*

If requested dates and facilities are available an application will be issued. For larger and more complex events appropriate references and experience verification may be required as part of the application. An event deposit of up to 50% of the total estimated building/grounds rental cost is required to secure a reservation on the event calendar. This deposit will not be applied to the total event charges but rather, serves as a Security Deposit. The balance of estimated event charges must be paid no later than (10) working days prior to occupancy. The portion of the event deposit not applied to additional clean up, damages or other charges, if any, will be refunded and clients scheduling yearly events may choose to roll over their deposit to secure future dates. Any event cancelled by Renter within thirty (30) days of occupancy is subject to forfeiture of 100% of the event deposit.

701.03 Rental Agreements*(Adopted 3/14/03)*

The Renter of any Association facility is required to enter into a rental agreement with the 31st District Agricultural Association. Before an agreement can be written, an Event Plan and an Application must be completed and approved. References and experience verification may be required. All Rental Agreements must be signed by the Renter and the CEO/General Manager of the Association. Rental Agreements shall be submitted to the Board for approval. Agreements over \$75,000 or pertaining to events deemed hazardous require approval from the State of California Division of Fairs and Expositions.

701.04 Rental Rates*(Adopted 3/14/03, amended 07/24/07, 7/22/08, 5/25/2010, 5/28/13)*

The CEO/General Manager and Board will make every effort to insure that rental rates shall be competitive with the market, and all interim use of Association facilities shall be profitable to the Association.

Rates established for rental facilities are on file at the Ventura County Fairground's Administration Office.

The CEO/General Manager may, at his/her discretion, adjust rental rates when deemed appropriate and in the best interest of the Association. Management may choose not to rent the facilities for any activities that it determines may adversely impact the local community and/ or the Association.

All rental clients will be charged for District hard costs.

701.05 Reduced Rental Rates*(Adopted 3/14/03, amended 5/27/08, 7/22/08)*

Under the following circumstances, reduced rental rates may be afforded rental clients. Not more than one of the following rate reductions shall be applied to any facility on any day.

a. Multiple day rental rates

Multiple event days / multiple buildings may be discounted at management's discretion.

b. Weekday rates

A 20% discount will be applied to all rentals Monday through Wednesday, except holidays.

c. Charitable events

Rates for facilities rented for fund raising events sponsored by charitable organizations may be discounted up to 20% each day, subject to verification of charitable tax status. All rental clients will be charged for District hard costs.

d. Educational/Community Service events

Facilities may be rented at no charge for educational or community events (i.e. 4-H sponsored events, law enforcement and fire department training).

e. Move in and move out days

Rates for facilities rented for the purpose of moving in or moving out events may be discounted up to 50% each day.

701.06 Commercial Events

(Adopted 3/14/03)

The rental rate for events with paid admission is the rental rate established or a percentage of the gross admission revenues as negotiated by the CEO/General Manager, whichever is greater. All such events may be required to utilize the Association's box office facilities and personnel.

701.07 Payment of Fees

(Adopted 3/14/03, amended 5/25/2010)

All fees shall be paid not less than ten (10) working days prior to events. Fees shall be estimated by management to include all rental fees, equipment and labor fees, and other fees anticipated in connection with the event.

Rental fees which are based on a flat rate or a percentage, whichever is greater, shall pay all minimum fees ten (10) working days in advance, with final settlement to be paid on the last day of the show.

Actual charges for equipment rental, labor fees, and other applicable fees shall be reconciled with the pre-show estimate and the difference collected on the last day of the show. Any overpayment shall be refunded with the event deposit, after all deductions.

701.08 Renter Responsibilities

(Adopted 3/14/03)

It is the responsibility of the renter to obtain any required business license and pay all tax liabilities associated with their event. Renters must provide proof of public liability insurance with the Association named as an additional insured. For most events this insurance can be purchased through the California Fairs Insurance Authority. Any damage or loss of Association equipment or property will be charged to the Renter.

701.09 Insurance Requirements

(Adopted 3/14/03)

A. Evidence of Coverage

The contractor/renter shall provide a signed original evidence of coverage for the term of the agreement protecting the legal liability of the State of California, District Agricultural Associations, County Fairs, Citrus Fairs, or California Exposition and State Fair, their directors, officers, agents, servants, and employees, from occurrences related to operations under the contract.

701.10 Security

(Adopted 3/14/03, 2/27/24)

No event will be permitted without adequate security. Security levels will be coordinated by management based on the nature of the event and anticipated attendance. Security for all events will be provided by the contracted security company ~~Association's Security Department~~. Any required and/or emergency security needs will be charged to the Renter, at the established rates.

701.11 Concessions

(Adopted 3/14/03)

The Association's Concessionaire has exclusive rights to all food and beverage concessions to the general public. Concession's is defined as the sale of fast foods and beverages. The Association will make arrangements for concession services at no cost to the Renter. Events not held in the Derby Club and not open to the general public may prepare or have catered non-concession foods and non-alcoholic beverages. Catering of events not open to the general public that are held in the Derby Club shall be the exclusive right of the Association's Concessionaire. Non-concession foods should be included in the admission charge to the event or provided free to event guests.

701.12 Alcoholic Beverages

(Adopted 3/14/03)

A. General Statement

Sale and service of alcoholic beverages on Association property is strictly limited to that conducted under the alcohol beverage license of the concessionaire authorized by the Association. The consumption of alcoholic beverages that are not sold and served by the authorized concessionaire is in violation of the rules of the alcohol beverage licensing authority. It may also result in activities that void required insurance coverage. After the issuance of a single warning to those individuals or groups in violation, the Association may immediately terminate their right to remain on Association property.

B. Motor Sports Statement

Alcoholic beverage consumption during any motor sports event, including all event move in and move out activities, is strictly prohibited in all areas of public parking, motor vehicle maintenance (pit) and motor vehicle operations (track). After the issuance of a single warning to those

individuals or groups in violation, the Association may immediately terminate their right to remain on Association property.

701.13 Adverse Impact on the Local Community and the Association

(Adopted 3/14/03, amended 04/25/06, 5/28/13)

Management may choose not to rent the facilities for any activities that it determines may adversely impact the local community and/ or the Association.

702 PARKING

702.01 Amtrak Parking

(Adopted 3/14/03)

Parking privileges in all lots are for the expressed purpose of attending events at the Association unless otherwise authorized by management. Any other use of parking facilities shall be grounds for removal of all such persons and vehicles from the properties.

The Association assumes no responsibility for damage to, or loss of, any vehicle or its contents. Those parking are responsible for parking in a legally marked parking space and shall not block any driveway, gate, entrance, exit, fire lane, or in any other way block the free passage of other vehicles or emergency equipment. Vehicles so parked may be towed and/or impounded at the owner's expense.

All laws pertaining to parking in the California Vehicle Code are in effect at all times in all lots. Parking violation citations issued by any law enforcement agency including but not limited to illegal use of handicapped parking spaces, shall be the responsibility of the owner of the cited vehicle. The Association cannot and will not adjudicate such citations.

702.02 Parking in Connection with Rental of Facilities

(Adopted 3/14/03, amended 5/27/08)

Persons participating in preparation, execution or supervision of an event will carry suitable identification issued by the Renter and will be allowed to park in areas designated by the Association. Public attending the event will park in public parking areas only. All designated roadways, walkways and access routes shall be kept clear for emergency traffic at all times. The Renter is granted no rights for paid parking privileges. Paid parking will be charged during commercial rentals at the discretion of the Association. The established daily parking fee is a maximum of \$10.00 for vehicles. Commercial rentals not subject to paid parking may be charged a flat parking buy-out fee as negotiated by the CEO/General Manager.

702.03 Amtrak Parking

(Adopted 3/14/03, amended 02/22/05, 5/27/08)

The Association shall designate twenty-five (25) parking spaces (including four handicapped spaces) at the corner of Harbor Blvd. and Figueroa St. as parking for bus and train passengers only, with directional signs to these spaces. AMTRAK Passengers entering the parking lot prior to business hours will be admitted at no charge. Those entering later in the day may be charged the daily parking fee of up to a maximum of \$10.00. The Association shall make sure that the area has good lighting at night and provide frequent patrols to supplement Ventura Police Department street patrols. As with all parking on the Association's property, the Association assumes no liability, however, by providing the resources to enhance security and safety, greater use shall be promoted.

702.04 Beachfront Parking Lot

(Adopted 3/14/03, amended 02/22/05, 5/28/13, 4/28/15, 2/27/24)

The 31st District Agricultural Association has established special conditions and regulations pursuant to California Vehicle Code for the purpose of exercising parking management control of its approximate two hundred (200) space Beachfront Parking Lot.

The established conditions and regulations are as follows:

- a. On days that the Beachfront Lot is not needed to supplement "Special Event Days" needs it may be used at minimum from dawn to dusk ~~between the hours of 6:00 AM to 10:00 PM~~ for general public parking subject to established fees.
- b. Established parking fees are determined as needed annually by the Board. No other passes accepted (i.e. State Beach). Fees shall be recommended by staff, approved by the Board and then submitted to the Coastal Commission.
- c. All parking for fees and permits limits the Association's liability in that it rents space only. No bailment is created and the Association is not responsible for loss of or damage to vehicle or contents.
- d. All fees and permits are sold subject to space being available and are not transferable.
- e. On any day posted as "Special Event Day" annual permits are not accepted and parking may require the purchase of space at special event rates.
- f. The Association extends all fee and permit parking as a privilege. Parking privileges may be revoked at any time by the Association for cause, such as misuse, property or environmental damage, illegal activities or any other causes deemed by the Association to be disrespectful of this privilege.
- g. The following are posted as prohibited; alcoholic beverages, unleashed dogs, camping, vehicles over 6,000 pounds and open fires.

- h. The Ventura Police Department, Event Services Department and Management as authorized by the Ventura Chief of Police, will strictly enforce violations through the issuance of City of Ventura Parking citations.

703 SOLICITATIONS

(Adopted 3/14/03, amended 5/28/13)

Solicitation of any kind anywhere on the Association's property, or property otherwise under the control of the Association, shall only be permitted by individuals or groups which have been contractually authorized by the Association.

Solicitation is defined as the advertising, sale, barter, trade, exchange, or any other form of promotion of products, goods, services or request for donations.

Proposed Ticket Pricing

Online / Pre-Sale Pricing

Prices valid through 7/30/24

- \$15.00 – Presale Adult
- \$10.00 – Kids/Seniors Presale
- \$50.00 – Season Pass Presale (online only/pre-fair)
 - Valid for one scan per day.

Gate Sales

- \$20.00 - Adult
- \$15.00 – Kids/Seniors

Rodeo

- \$10.00 – Premium Seat
- \$8.00 – Standard Seat

Proposed Commercial Vendor Fees

All prices start per 10x10 Locations.

MAIN STREET LOCATION	\$1500.00
OUTDOOR LIVING Shopping AREA	\$1000.00
ADVENTURES IN SHOPPING Building	\$1350.00
OCEAN LANE Outdoor	\$1275.00
ARTWALK n SHOP inside Youth Building	\$1000.00
Additional space Charges for Corners & Islands (Depending on location/area/sides)	\$100- \$300 Corner
Grounds Utility Fee - Commercial	\$145.00 or DOU