

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: Heidi Ortiz, Interim Co-CEO

Tuesday, July 23rd, 2024 at 9:00 a.m.
Ventura County Fairgrounds – 1st Floor of the Derby Club

I. Call to Order

Roll Call

Declaration of Recusal or Conflict of Interest

The meeting convened at 9:06 a.m. and called to order by President Long.

Directors present: President/ Interim Co-CEO, Dan Long, Vice President, Guillermo Rodriguez Ceja, Betsy Chess, Leah Lacayo, and Miriam Mack.

Directors absent: Shante Morgan Carter and Leslie Cornejo.

Staff present: Heidi Ortiz, Interim Co-CEO / Deputy Manager, Jason Amelio, Sales Manager, Jenny Martin, Accounting Supervisor, Emilee Inez, Exhibits Supervisor and Megan Hook, PR and Marketing

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

II. Pledge of Allegiance

Director Chess led all present in the Pledge of Allegiance.

III. Welcome and Introduction of Guests

Invitation for the public to introduce themselves (not mandatory)

1. Charles Southwick, CDFA
2. Brick Connor, Ventura Deputy City Manager
3. Ventura Police Department Assistant Chief Rick Murray

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.

1. Karen Fontes, Spoke in support of the reinstatement of Jen McGuire as CEO
2. Emiliano Jimenez, Spoke in support of the reinstatement of Jen McGuire as CEO
3. Jaime Fontes, Spoke in support of the reinstatement of Jen McGuire as CEO
4. Kayla Carillo, Spoke in support of the reinstatement of Jen McGuire as CEO
5. Shauna Bowman, Spoke in support of the reinstatement of Jen McGuire as CEO
6. Breanna Cole, Spoke in support of the reinstatement of Jen McGuire as CEO
7. Lynn Cole, Spoke in support of the reinstatement of Jen McGuire as CEO
8. Burt Lamb, Spoke in support of the reinstatement of Jen McGuire as CEO

- 9. Assistant Chief Murray spoke on the Ventura Police Department contract to provide police services for the fair which they have been doing for over 50 years.

V. Presentations - None

VI. Approval of Minutes

- A. June 25th, 2024 Board Meeting Minutes

MOTION: To approve June 25th, 2024 Board Meeting minutes.

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

VII. Financial Report

- A. Financial Report

Ms. Martin spoke on the changes in the account names and numbers, which was done in conjunction with CFSA who acts as the master accountants. Some adjustments may need to be made from the previously approved budget due to the changes. A few of the notable changes were that Accounting has been moved to be under Administration and Parking has been moved to its own department, having previously been combined with Sales. There will be two budgets going forward, one for the annual fair and another for the interim time. We were previously on a cash basis and have now moved onto an accrual basis.

VIII. New Business

- A. Discussion and possible action regarding authorizing the City to award the construction contract for the Surfer’s Point Phase II Project.

Co-CEO Ortiz stated that the CA Rassmussen won the bid, and now the City needs authorization from the Board to award the contract. Mr. Amelio stated that this project will increase the number of parking spaces in the lot to nearly double. It will also include the installation of electric vehicle charging stations, increase space for surf check, and increase the amount of paved area. The project is to begin in September and be completed in May of 2025.

MOTION: To authorize the City to award the bid to CA Rasmussen for Surfer’s Point Phase II Project.

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

- B. Annual Delegation of Authority the Interim-Co Chief Executive Officers, Heidi Ortiz and Dan Long, are authorized to execute Rental Agreements up to \$75,000.00, Standard 2 Agreements up to \$75,000.00 and Grandstand Contracts up to \$150,000.00 without prior authorization from the Board of Directors including what has been signed starting June 26th, 2024.

MOTION: To approve the Annual Delegation of Authority.

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

IX. Old Business

A. Facility Update

Ms. Ortiz shared that the general repairs around the grounds that need to be done on a day-to-day basis completed. The final inspection of the gas line was completed yesterday, it has been verbally signed off on. The Anacapa and San Miguel awning projects are underway, there were beams installed this week and once the final welds are done it will be behind us. The bleachers project is waiting on final inspection.

B. Fair Updates

Megan Hook, Marketing and Public Relations

Currently contracting with influencers, photographers, and drone operators. Finalizing the drone show and the story line that will occur over the 12 days. Finalizing print items for the fair such as schedules, signage, and posters. Taste of the Fair party will happen the day before fair and will include food from vendors, appearances from alcohol sponsors, and is an opportunity for networking. Advertising is in full swing and giveaways are starting this week. Presale pricing ticket sales finished last week, and tickets are still available through fair.

Emilee Inez, Exhibits

Entry weekend was last weekend, thousands of exhibits came in. There will be exhibit drop offs every day up until fair for various items. The Junior Fair Board was at entry weekend and the Superintendents welcomed back the help. Auction sponsors are at \$98,000 and we are hoping for \$100,000.

Jason Amelio, Sales

Surf Rodeo, X-Games, and the Tattoo Expo went very well. The food and beverage revenue were up for Surf Rodeo. Coming up after the fair will be the Spencer Makenzie's Throwdown, 805 Night Market, Indoor Car Show, and the Baker Creek National Heirloom Expo. For the Fair, parking and admissions are fully staffed and the offices are getting ready.

X. Board Correspondence

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, 1-4, 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
3. Concession Agreements
4. Judging Agreements

MOTION: To approve the consent agenda with items A, 1-4.

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

XII. CEO Report

Ms. Ortiz added to the report that the Derby Room will be submitting a new proposal after the fair. President Long said how impressed he was with the staff and how diligently they have been working.

XIII. President's Report

President Long did not have anything to add after the CEO report.

XIV. Director's Comments

Director Lacayo

- She is looking forward to The Taste of Fair and the fair. She also enjoyed the Auction Committee meeting the week prior.

Director Mack

- She is impressed with what she was able to present to the Oxnard City Council and with the community participation.

Director Chess

- Enjoyed presenting the poster to Santa Paula and to Ventura with President Long and Ms. Ortiz. Also enjoyed the Auction Committee meeting.

Vice President Ceja

- He is very excited for the fair and is pleased with the contractor that is being awarded the bid for the Surfer's Point construction process.

XV. Future Agenda Items

XVI. Closed Session: Pursuant to Government Code Section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:

- A. Personnel Matters Gov. Code 11126 (a)(1)

President Long convened into closed session at 9:55 am.


President Long reconvened at 11:20 am. President Long reported that the Board voted unanimously to add an agenda item on Pursuant Government Code 1125A, pending litigation for an upcoming response deadline, the Board confirmed with council, who will continue to guide them on the matter. The Board also discussed the initial steps for the CEO search and will table further discussion on the matter until after the upcoming fair.

XVII. Adjourn

The meeting was adjourned at 11:22 a.m.

Submitted by: 
Emilee Inez, Exhibits Supervisor

Approved by: 
Heidi Ortiz, Interim Co-CEO

Approved by: 
Dan Long, Board President / Interim Co-CEO