

# **BOARD MEETING NOTICE**

The 31<sup>st</sup> DAA Board of Directors will be holding a board meeting on  
**Tuesday, January 28<sup>th</sup>, 2025 at 9:00 a.m.**  
**Ventura County Fairgrounds – McBride Hall**

## **BOARD OF DIRECTORS**

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

## **STAFF**

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

## **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](http://www.venturacountyfair.org).

## **AMERICANS WITH DISABILITIES ACT**

Pursuant to the Americans 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 31<sup>st</sup> 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: Heidi Ortiz, CEO

**Tuesday, January 28<sup>th</sup>, 2025 at 9:00 a.m.**  
**Ventura County Fairgrounds – McBride 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. Meeting Minutes (discussion and/or approval)**

A. November 19<sup>th</sup>, 2024 Board Meeting Minutes

**VII. Financial Reports (discussion and/or approval)**

A. Financials ending September 30<sup>th</sup>, 2024 through November 30<sup>th</sup>, 2024

**VIII. New Business**

A. 2025 Fair Progress

B. Equestrian Events

C. July Events Scheduling

D. Secretary/Treasurer-Manager Annual Delegation of Authority

The (Secretary/Treasurer-Manager) Chief Executive Officer, Heidi Ortiz, is authorized to execute Rental Agreements up to \$150,000.00, Standard 2 Agreements up to \$150,000.00 and Grandstand Contracts up to \$300,000.00 without further authorization from the Board of Directors.

**IX. Old Business**

A. Surfer's Point Managed Retreat Update

**X. Board Correspondence**

- A. CA H5N1 Avian Influenza – Ban on California Poultry and Dairy Exhibitions at Fairs and Shows
- B. Letter from State Vet: California Poultry and Dairy Cattle Exhibition Ban

**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

**XII. CEO Report**

**XIII. Presidents Report**

**XIV. Director's Comments**

**XV. Future Agenda Items**

**XVI. 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: Dan Jacobs, Interim CEO

**Tuesday, November 19th, 2024 at 9:00 a.m.**  
**Ventura County Fairgrounds – McBride Hall**

## **I. Call to Order**

### **Roll Call**

### **Declaration of Recusal or Conflict of Interest**

The meeting convened at 9:03 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, and Miriam Mack

**Directors absent:** Shanté Morgan-Carter

**Staff present:** Madalyn Johnson, Concessions Manager, Jason Amelio, Sales Manager, Jenny Martin, Accounting Supervisor, Emilee Inez, Exhibits Supervisor, Megan Hook, PR and Marketing, and Eryn Johnson, Office Assistant

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

## **II. Pledge of Allegiance**

Mr. Ceja led all present in the Pledge of Allegiance.

## **III. Welcome and Introduction of Guests**

Invitation for the public to introduce themselves (not mandatory)

- Charles Southwick from CDFA introduced himself.

## **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.

## **V. Presentations - None**

## **VI. Approval of Minutes**

A. October 22<sup>nd</sup>, 2024 Board Meeting Minutes

**MOTION:** To approve October 22<sup>nd</sup>, 2024 Board Meeting minutes.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Cornejo	X		
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 explained that the Financials are still a draft due to pending items post-Fair. She also defined the differences between the Income Statement and the Revenue Report.

Ms. Lacayo inquired about satellite wagering, and Ms. Martin explained that the two contracts are on different schedules. While working to align them, we’re still receiving the same rent percentage, but not the location fees.

**VIII. New Business - None**

**IX. Old Business**

A. Management Retreat

Mr. Amelio reported that work on Surfer’s Point was initially paused due to the Mountain Fire and Fire Camp concerns. With the fire no longer a threat, the focus is now on potential impacts from an expected king’s tide, causing further delays. As a result, construction and closure are postponed until December 2nd, putting us 2.5 months behind schedule. Ms. Lacayo expressed concern about how this might affect next year’s Fair. Mr. Amelio clarified that while they expect completion by end of May, work may pause for the Fair and resume afterward if necessary.

**X. 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

Ms. Cornejo noted they were signing an agreement that had already been approved. Mr. Long clarified that Mr. Jacobs renegotiated the contract price, making it open for reconsideration. Ms. Mack suggested adding a note in the future to explain why something is being reconsidered.

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

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

**XI. CEO Report**

The Strategic Planning meeting this Friday and Saturday will start at 9:00 A.M., with no set end time. Mr. Ceja estimated it would last about eight hours based on the material to be covered. Mr. Long will contact Ms. Bailey-Findley to check if an agenda is available to distribute to the Board.

**XII. President’s Report**

Mr. Long expressed gratitude for CalFire’s efforts during the Mountain Fire and thanked staff for their swift preparation after receiving the notice Wednesday evening. He praised the professionalism and self-sufficiency of the animal emergency services. He also expressed pride in the facility’s support for the community during emergencies, citing a similar response during the Thomas Fire. While expressing remorse for the losses caused by the fire, he commended the firefighters for their excellent work.

**XIII. Directors’ Comment**

Vice President Ceja

Mr. Ceja praised the CalFire team for their efforts on the front lines and noted the impressive scale of the fire, as shown on the map they left. He also thanked staff for quickly preparing for CalFire with only a few hours' notice.

Director Cornejo

- Ms. Cornejo praised the collaboration between agencies and staff in supporting the community. Despite event cancellations and postponements, she commended the staff for handling everything well and thanked them for their hard work. She noted similarities to the Thomas Fire, when over 35 agencies were involved, and highlighted the Fairgrounds' importance in emergency situations.

Director Chess

- Ms. Chess expressed admiration for the Fairgrounds and staff for stepping up to serve the community. She gained a deeper understanding of CalFire’s critical role, comparing them to a General organizing troops. She was impressed by nearly 3,000 firefighters, 500+ engines, 13 helicopters, and a dozen bulldozers involved, as well

as the operation providing food, showers, healthcare, and sleeping arrangements for firefighters.

Director Mack

- Ms. Mack said she was looking forward to the strategic meeting and would review her notes from last year. She asked if there would be an agenda for the retreat. Mr. Long replied he would check.

Director Lacayo

- Ms. Lacayo thanked the Fairgrounds staff for their service to the community, noting that the Fairgrounds is not just an event venue but also steps up in times of need. She emphasized that part of the directors' stewardship is ensuring we can provide services to the community, even without State assistance.

**XIV. Future Agenda Items**

1. Equestrian Events
2. 2025 Fair Progress
3. July Events Scheduling
4. Surfer's Point Update

**XVI. Adjourn**

The meeting was adjourned at 9:30 a.m.

Submitted by: \_\_\_\_\_  
Eryn Johnson, Office Assistant

Approved by: \_\_\_\_\_  
Heidi Ortiz, CEO

Approved by: \_\_\_\_\_  
Dan Long, Board President



January 7, 2025

## State Veterinarian Bans All California Poultry and Dairy Cattle Exhibitions at Fairs and Shows

Dear Poultry and Dairy Cattle Exhibition Organizers and Managers:

H5N1 Avian Influenza (Bird Flu) has become widespread among dairy cows and domestic poultry (commercial and backyard flocks) in California. In fact, California Governor Gavin Newsom has declared a [state of emergency](#) due to these detections. Since August 2024, there have been over 700 dairy herds and 60 poultry flocks affecting over 15 million birds with new dairies and flocks being detected.

**Due to the continued spread of H5N1 Bird Flu in California, the State Veterinarian has implemented a ban on all California Poultry and Dairy Cattle Exhibitions at Fairs and Shows immediately until further notice. This action is required to minimize the danger of exposing people and non-infected cows and birds to the disease.**

We urge dairy cow and poultry owners to prevent this devastating disease by continuing to practice enhanced biosecurity measures and prevent comingling with wild bird populations, with other poultry/dairy cows, and their owners. They should also avoid moving or sharing equipment that may serve to transfer the virus. Dairy cow and poultry owners with flocks that have experienced any unusual/suspicious illness or deaths should not move their cows, birds, or their milk or poultry products and should call their veterinarian or our CDFA Sick Bird Hotline at 866-922-BIRD (2473).

Avian influenza is a highly contagious and often fatal disease in birds. The viral spread is promoted by wild birds, especially in wild waterfowl such as ducks and geese, but many other wild bird species can also be a source of spread. The disease spreads through movement of infected or exposed birds, direct or indirect contact with infected wild and domestic birds or contact with virus on fomites (surfaces) such as hands, shoes, clothing, or feet and fur of rodents and other animals. In addition, dairy cows have also been affected by the disease this year, so increased precautions should be taken especially for farms that have both cows and poultry or are in the vicinity of a dairy cow farm.

Clinical signs of H5N1 bird flu in cows include decrease in feed consumption with a simultaneous decrease in rumination and rumen motility, respiratory signs (including clear nasal discharge), acute drop in milk production (severely affected cattle may have thicker, concentrated, colostrum-like milk or produce no milk at all), abnormal tacky or loose feces, lethargy, dehydration, and fever. For more information, please visit our [CDFA H5N1 Bird Flu Virus in Livestock webpage](#).

Clinical signs of H5N1 bird flu (highly pathogenic) in poultry include sudden death, trouble breathing, clear runny discharge (from nose, mouth, and eyes), lethargy, decreased food and water intake, swelling (eyes, head, wattles, or combs), discolored or bruised comb, wattles, or legs, stumbling/falling or twisted neck. For more information, please visit our [CDFA HPAI H5N1 in Poultry](#)







CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

[webpage](#).

The cooperation of cow and bird owners is critical in controlling this disease; when exposed cows and birds are not moved and comingled, disease spread can be prevented. We will continue to assess the threat over the next few months and rescind this ban if the situation changes. If you have any questions, please do not hesitate to contact me directly. Thank you for your cooperation.

For up-to-date information about the HPAI 2022-24 outbreak, you can check the [USDA APHIS Detections of Highly Pathogenic Avian Influenza webpage](#).

Sincerely,

Annette Jones,  
D.V.M.

Digitally signed by Annette Jones,  
D.V.M.  
Date: 2025.01.08 08:35:35 -08'00'

Dr. Annette Jones  
State Veterinarian





CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

January 8, 2025

F2025-01

TO: All Fairground Managers and Board Chairs

SUBJECT: CA H5N1 Avian Influenza – Ban on California Poultry and Dairy Exhibitions at Fairs and Shows

This letter is to inform you that the California Department of Food and Agriculture (CDFA) State Veterinarian Dr. Annette Jones has implemented a ban on all California Poultry and Dairy Exhibitions at Fairs and Shows, effective immediately until further notice. This action is required to minimize the danger of exposing people and non-infected birds and cows to the H5N1 Avian Influenza (Bird Flu).

The H5N1 Bird Flu is a highly contagious and often fatal disease in birds and has become widespread among dairy cows and domestic poultry (commercial and backyard flocks) in California. Since August 2024, there have been over 700 dairy herds and 60 poultry flocks affecting over 15 million birds with new dairies and flocks being detected.

Please read the enclosed letter from Dr. Annette Jones for more information on H5N1 and the ban. You can also visit the [CDFA HPAI H5N1 in Poultry webpage](#). For up-to-date information about the HPAI outbreak, please visit the [USDA APHIS Detections of Highly Pathogenic Avian Influenza webpage](#).

If you have any questions or concerns about your 2025 fair events, please feel free to contact me at (916) 900-5365 or at [mike.francesconi@cdfa.ca.gov](mailto:mike.francesconi@cdfa.ca.gov).

Sincerely,

Michael Francesconi  
Branch Chief

Enclosure



## Rental Agreements Non-Fair

<b>CONTRACT NO.</b>	<b>CONTRACTOR NAME</b>	<b>PURPOSE</b>	<b>AMOUNT</b>	<b>DATE/EVENT</b>	<b>LOCATION</b>
25-010	SNA Designs	Wednesday Swap Meet	\$105,558.00	2/1/25 - 12-31-25	Grounds (Various)
25-011	Valdivia Marketing Gourp	Concert Event	\$8,001.00	1/17/25	Livestock Center
25-012	Japan Taste Marketing Inc.	Japanese Food and Sake Event	\$10,114.00	4/19/25 - 4/20/25	San Miguel Hall, Grounds (Various)
25-013	Brobeck Publications LLC	Chopperfest	\$11,840.00	2/9/25	San Miguel, Anacapa, McBride, Grounds (Various)
25-014	Ventura Gem and Mineral Society	Gem Show	\$7,670.00	3/1/25-3/2/25	San Miguel, McBride (Kitchen)
25-015	Exotic Bird Mart and Expo	Bird Show	\$1,702.00	3/1/25	San Nicolas Hall
25-016	Parkinson Foundation	Moving Day (Charity Run)	\$3,716.00	4/26/25	Lot C (Partial)
25-017	American Crown Circus	Storage Rental	\$2,050.00	1/17/25 - 1/26/25	Raceway Pits

