



# Board of Directors Meeting Agenda

Ventura County Fairgrounds, 31<sup>st</sup> District Agricultural Association  
10 W. Harbor Blvd. - Ventura, CA 93001 - (805) 648-3376  
Website: [venturacountyfair.org](http://venturacountyfair.org) Contact: Heidi Ortiz, CEO

**Wednesday, May 27<sup>th</sup>, 2026 at 9:00 a.m.**  
**Ventura County Fairgrounds – Derby Club First Floor**

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**

Members of the public are encouraged to provide comments 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 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.

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**

A. Youth Poster Unveiling



- VI. Meeting Minutes (discussion and/or approval)**
  - A. April 28<sup>th</sup>, 2026 Board Meeting Minutes
  
- VII. Financial Reports (discussion and/or approval)**
  - A. Financials ending March 31<sup>st</sup>, 2026
  
- VIII. New Business**
  - A. Discussion and possible action regarding revisions to the policy manual
  
- IX. Old Business**
  - A. Surfer's Point Update
  - B. Derby Club – Update from the Ad Hoc Committee
  - C. 2026 Fair Update
  
- 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, 1-3, 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
  
- XII. CEO Report**
  
- XIII. Presidents Report**
  
- XIV. Director's Comments**
  
- XV. Future Agenda Items**
  
- XVI. Closed Session**

Pursuant to Gov. Code Section 11126(e)(2), the Board is authorized to meet in Closed Session for the purpose of conferring with and receiving advice from legal counsel regarding pending litigation.
  
- XVII. Report Out of Closed Session**

Report of any action items by the Board during Closed Session
  
- XVIII. Adjourn**



### **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 Minutes

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, April 28<sup>th</sup>, 2026 at 9:00 a.m.**  
**Ventura County Fairgrounds – Derby Club**

## **I. Call to Order**

### **Roll Call**

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

The meeting convened at 9:01 a.m. and called to order by President Ceja.

**Directors present:** President, Guillermo Rodriguez Ceja Jr., Vice President, Gloria Martinez, Betsy Chess, Leslie Cornejo, Miriam Mack, Dan Long and Shanté Morgan-Carter.

**Absent:** Leah Lacayo

**Staff present:** Heidi Ortiz, CEO, Jason Amelio, Deputy Manager, Emilee Inez, Exhibit Supervisor, Madalyn Johnson, Concessions Manager, Megan Hook, PR & Marketing, and Karen Pineda, Executive Assistant.

**Guests Present:** Jessica Anderson, Sharon Ferro, James Ford, Mark Hartley, John Hecht, Patrick Maynard, Chris Morgan, Tom McDonnell, and Scott Shacklett.

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

## **II. Pledge of Allegiance**

President Ceja led all present in the Pledge of Allegiance.

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

Invitation for the public to introduce themselves (not mandatory).

A. CEO Ortiz introduced the new sales manager, Sara Gutierrez.

## **IV. Public Comment on Items Not on the Agenda**

There were no public comments.

## **V. Presentations**

### **A. Oak View Group**

Tom McDonnell, Vice President of Business Development and Client Relations for Hospitality, shared that there are different partnership options available to the fairgrounds. Mr. McDonnell spoke to OVG's extended partnerships with the LA County

Fair, Cal Expo, OC Fair, and Texas State Fair. Mr. McDonnell recommends an RFP process to investigate potential partnership options.

Chris Morgan, Regional Vice President, introduced various members of leadership including, Scott Shacklett, James Ford, and Jessica Anderson. Mr. Morgan highlighted the success of OVG’s operational improvements for last year’s Oktoberfest. He shared that they are hoping to present various ideas to the board through an RFP process.

Scott Shacklett, General Manager of LA County Fair and OVG Fair Consultant, shared how instrumental an in-house model is for resources. He spoke to how helpful OVG’s resources have been in supporting food and beverage operations at their fairgrounds.

Jessica Anderson, VP of Client Relations, stated that OVG has a depth of resources and financial backing to retain talent and a full leadership team. She spoke about the operational risks during turnovers and transitions. Ms. Anderson also spoke about the financial and execution risks when considering an in-house model.

President Ceja stated that there is a public comment on this agenda item.

John Hecht, Member of the Ventura County Fairgrounds Foundation, introduced various members of the foundation and expanded on their local ties to the community as well as their business experience. He expressed that they are here to benefit the fair.

**B. Blue Pacific Event Services – Patrick Maynard, CEO**

Mr. Maynard gave a presentation on security operations for this year’s fair. He shared that his team is coordinating with the existing security contractors and are working to streamline staffing plans to try reducing costs. He shared that ongoing oversight of contractors will continue throughout the duration of fair. Along with staff and customer safety, he emphasized that customer experience is also a priority for the teams this year. Mr. Maynard encouraged the board to develop a list of suggestions post-fair, to discuss improvements for next year. He expressed that safety and security is a shared responsibility.

**VI. Meeting Minutes (discussion and/or approval)**

**A. March 24<sup>th</sup>, 2026 Board Meeting Minutes**

**MOTION:** To approve the March 24<sup>th</sup>, 2026 Board Meeting minutes.

<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 Long (Second)	X		
Director Mack (Motion)	X		
Director Morgan-Carter	X		
Vice President Martinez	X		

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

- A. Financials ending February 28<sup>th</sup>, 2026.
- a. Director Chess commented on the shortfall in the February financials.
  - b. CEO Ortiz shared that the deferred revenue that is expected by July 1<sup>st</sup> is upward of \$300,000.

**MOTION:** To approve Financials ending February 28<sup>th</sup>, 2026.

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

**VIII. New Business**

- A. Discussion and possible action regarding clear bag policy.
- CEO Ortiz stated that the clear bag policy was modeled after Cal Expo’s policy with the help of Mr. Maynard. CEO Ortiz is hoping to make this transition a smooth process for fair attendees and shared that staff are working to arrange bag checks at the entrance and supplement additional clear bags for visitors if needed. Staff is working with a sponsor to provide clear bags in kind.
  - Director Long expressed his support for the policy.
  - Director Cornejo noted the importance of ensuring the public is aware of the policy for their safety and noted the need to explore all avenues for communicating that attendees should arrive prepared.
  - Mr. Maynard mentioned that clear bag policies are now an industry standard.
  - CEO Ortiz confirmed that the policy is only for the fair. It is possible to implement the policy to all major events, which would require a bigger discussion. She also confirmed that we will promote the policy on social media, newsletters, and shuttle stop locations.

**MOTION:** To approve and implement the clear bag policy for the Ventura County Fair.

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

**IX. Old Business**

**A. Surfer’s Point Update**

CEO Ortiz updated the board on the Surfers Point project. The city confirmed that the surf check spots will be painted this week along with the posting of signs next week.

**B. Derby Club – Update from the Ad Hoc Committee**

Director Mack stated that she and Vice President Martinez have met with stakeholders to discuss the Derby Club. They are continuing to gather information on the building to understand its various aspects. Director Mack requested a public meeting to hear input and ideas from staff. She would like to send out a request for information to entities who have ideas about the building and its use and clarified that what they are looking for is separate from the food and beverage contract. Director Mack and Vice President Martinez believe a conference center would be a viable alternative for the space.

**C. 2026 Fair Update**

**Megan Hook – Marketing and Sponsorships**

Ms. Hook provided a marketing and sponsorships update. Regarding the clear bag policy, she shared that a container company has donated their equipment for bag check-ins. The goal is to communicate and market the policy as much as possible to limit confusion among guests. Ms. Hook announced that pre-sale ticketing begins Friday, May 1, where the fair will cover fees through May 25. Season passes will be available from May 4-8 for \$28. VIP concert and rodeo tickets will go on sale on May 27. The Read and Ride program continues. Over 20 community members participated to judge the youth poster entries. The posters for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> will be unveiled at next month’s board meeting. Marketing and advertising efforts for sponsors are underway, and our website will be updated to feature participating sponsors. An activation tent will be incorporated within the main gate layout, giving sponsors or community vendors an opportunity to engage guests through giveaways and activities as they approach the entrance gate. Toyota is sponsoring the main stage this year along with Large Livestock. Allied Beverages will be bringing in substantial assets and equipment on top of their sponsorship.

Emilee Inez - Exhibits Supervisor

Ms. Inez provided an exhibits update. She is continuing to work with the Strawberry Festival that is coming up in May on the strawberry shortcake booth which the Junior Fair Board are going to run. Ms. Inez was able to reduce the food loss from the strawberry shortcake booth operation last year. She also shared that the Junior Fair Board will be attending the LA County Fair. Ms. Inez mentioned that the goal of the Future of Agriculture Barn program will be to expose community members to the different career paths available in agriculture. She thanked Director Morgan-Carter for the invitation to the Ventura County Agricultural Summit, where Ms. Inez made valuable connections and gained a wealth of information. Director Morgan-Carter expressed how great the event was and thanked Ms. Inez for attending.

Madalyn Johnson – Concessions, Commercial and Community Manager

Ms. Johnson shared that the concessions department's deferred revenue is well up to six figures. New food items that will be featured this year include teriyaki chicken french fries, tiramisu cinnamon rolls, tanghulu, up to four additional vegan options, and much more. Ms. Johnson thanked Vice President Martinez and Mr. Maynard for their help in making progress with the health department. Vice President Martinez gave kudos to Ms. Johnson and Mr. Maynard for the comprehensive information packet that was shared with leadership.

Jason Amelio – Arena and VIP Manager

Mr. Amelio shared that several layout changes will be implemented to the arena. He looks forward to assisting with updates to pre-party, incorporating additions from our partners at Helm, and enhancing the set-up in the VIP area. Mr. Amelio has been working closely with Mr. Maynard and Ms. Johnson on camping and load-in plans, and shares that they are on a good path to utilizing that space to the best of their abilities.

CEO Ortiz shared that they continue to have weekly fair planning meetings.

**X. Board Correspondence – None**

**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, 1-3, 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

**MOTION:** To approve the consent agenda with items A, 1-3.

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

**XII. CEO Report**

- CEO Ortiz shared that Ms. Pineda will be scheduling the youth poster presentations for city council meetings
- She thanked President Ceja for his assistance in securing a donated golf cart and trash pump for the fairgrounds

**XIII. President’s Report**

- President Ceja shared that he attended his first Junior Livestock Auction Committee meeting and looks forward to attending more meetings in the future
- He attended the Youth Poster Contest judging and expressed admiration for the talent displayed by the participants
- He shared that the contractors he represents are interested in participating in the fair and offering guidance for improvements on grounds

**XIV. Director’s Comments**

Director Chess

- Director Chess thanked the presenters and the staff for the information shared
- She also thanked her fellow board members for their work on the ad-hoc committees

Director Mack

- Director Mack thanked the staff for their enthusiasm and innovation when faced with new challenges

Director Cornejo

- Director Cornejo shared that updated policies will be presented to the board in next month’s meeting for approval
- She thanked Director Long for his collaboration on policy manual updates
- She mentioned that the policies she previously worked on with Director Morgan-Carter will also be included

Vice President Martinez

- Vice President Martinez thanked the team for their hard work

- She reported that she received wonderful feedback from members of the community regarding the collaboration between local businesses and the fair
- She shared how impressed she was with the dedication, talent, and quality of members that are on the Foundation board
- She stated that she is looking forward to the tour at the LA County Fair and hopes to learn more about their city outreach efforts, horticulture program, and the ways they engage their community spaces

Director Morgan-Carter

- Director Morgan-Carter expressed how great the team is
- She echoed Vice President Martinez’s sentiments about how great it is to hear the community speak highly of collaboration with the fair staff
- She looks forward to all the good work the staff and board are continuing to accomplish

Director Long

- Director Long commented on the efficiency of the staff and expressed appreciation for hearing about their accomplishments each month
- He looks forward to all the new additions to fair this year and believes we are in a good position moving forward
- He expressed how happy he is to work alongside his fellow board members on ad-hoc committees and shared his enthusiasm for the fair

#### **XV. Future Agenda Items**

1. Discussion and possible action regarding revisions to the policy manual

#### **XVI. Closed Session**

The Board is authorized to meet in Closed Session for the following reason:

1. Pursuant to Gov. Code Section 11126(e)(2), the Board is authorized to meet in Closed Session for the purpose of conferring with and receiving advice from legal counsel regarding pending litigation.

President Ceja convened into closed session at 10:53 a.m.

#### **XVII. Report Out of Closed Session – None**

President Ceja reconvened at 11:46 a.m. There was no reportable action taken during closed session.

#### **XVIII. Adjourn**

The meeting was adjourned at 11:47 a.m.

Submitted by: \_\_\_\_\_  
Karen Pineda, Executive Assistant

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

Approved by: \_\_\_\_\_  
Guillermo Rodriguez Ceja Jr., Board President

**31st DAA, Ventura County Fair**  
**Summary of Operations**  
**March 31, 2026**

	Date	Account Number(s)	Balance
<b>TOTAL NET RESOURCES, Beginning</b>			
Net Resources-Unrestricted	1/1/2026	29100	4,063,271
Unrestricted Net Position - Pension/OPEB	1/1/2026	29400	(1,320,902)
Net Resources-Restricted	1/1/2026	29300	-
Net Resources-Capital Assets, Less Related Debt	1/1/2026	29000	5,466,042
Prior Year Adjustment	1/1/2026		-
TOTAL NET RESOURCES, Beginning			<b>\$ 8,208,412</b>
<b>RESOURCES ACQUIRED:</b>			
Operating Revenues	3/31/2026	various	661,510
State (Local/Base) Allocation(s) (F&E)	3/31/2026	31200	-
Training Allocation & Other Fiscal & Admin Assistance (F&E)	3/31/2026	31300	-
Capital Project Reimbursement Funds	3/31/2026	31900	20,560
One-time Revenue Sources (fire camp, sale of property)	3/31/2026	32500	3,444
Contributions from Other Gov't (non-F&E) Sources	3/31/2026	33000	-
Other (e.g. Flex Capital)	3/31/2026	34000	-
TOTAL RESOURCES ACQUIRED			685,514
<b>RESOURCES APPLIED:</b>			
Operating Expenditures	3/31/2026	various	1,239,783
Depreciation Expense	3/31/2026	90000	60,286
Pension Expense	3/31/2026	96000	-
OPEB Expense	3/31/2026	96100	-
TOTAL RESOURCES APPLIED			1,300,069
<b>INCREASE/(DECREASE) IN NET RESOURCES DURING THE YEAR</b>			
			(614,556)
<b>TOTAL NET RESOURCES, Ending</b>			
Net Resources-Unrestricted	3/31/2026	29100	3,438,487
Unrestricted Net Position - Pension/OPEB	3/31/2026	29400	(1,320,902)
Net Resources-Restricted	3/31/2026	29300	-
Net Resources-Capital Assets, Less Related Debt	3/31/2026	29000	5,476,271
TOTAL NET RESOURCES, Ending			<b>\$ 7,593,856</b>
Unrestricted Reserve Percentage			277.35%

**31st DAA, Ventura County Fair**  
**Statement of Net Position**  
**March 31, 2026**

**ASSETS**

**CURRENT ASSETS**

Cash - Unrestricted	4,424,556
Cash - Junior Livestock Auction	289,452
Accounts Receivable, Net of Allowance for Doubtful	693,669
JLA Accounts Receivables, Net of Allowance for Doubtful	48,912
Deferred Expenses	138,815
<b>TOTAL CURRENT ASSETS</b>	<b>5,595,404</b>

**FIXED ASSETS**

Land	282,915
Construction in Progress	1,780,755
Buildings & Improvements, Net of Accumulated Depreciation	3,248,912
Equipment, Net of Accumulated Depreciation	163,689
<b>TOTAL FIXED ASSETS</b>	<b>5,476,271</b>

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Outflows of Resources - Pension	759,737
Deferred Outflows of Resources - OPEB	57,778
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>817,516</b>

**TOTAL ASSETS**

**\$ 11,889,190**

**LIABILITIES & NET RESOURCES**

**LIABILITIES**

Special Event Insurance	(115)
Accounts Payable	207,584
JLA Accounts Payable	-
Sales Tax Payable	-
Payroll Liabilities	83,852
Drug Fees	-
Deferred Revenue	254,169
Guaranteed Deposits	124,497
Compensated Leave Liability	106,737
Workers Comp Liability	-
Long Term Debt - SB84	545,873
JLA Consignment	-
Net Pension Liability	1,766,653
Net OPEB Liability	302,057
<b>TOTAL LIABILITIES</b>	<b>3,391,306</b>

**DEFERRED INFLOWS OF RESOURCES**

Deferred Inflows of Resources - Pension	17,180
Deferred Inflows of Resources - OPEB	52,528
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>69,708</b>

**NET RESOURCES**

Junior Livestock Auction Reserve	834,320
Net Resoures - Unrestricted	\$3,438,487
Unrestricted Net Position - Pension/OPEB	(1,320,902)
Net Resources - Restricted	-
Net Resoures - Capital Assets, Less Related Debt	\$5,476,271
<b>TOTAL NET RESOURCES</b>	<b>8,428,176</b>

**TOTAL LIABILITIES & NET RESOURCES**

**\$ 11,889,190**

**31st DAA, Ventura County Fair**  
**Cash & Cash Equivalents**  
**March 31, 2026**

**CURRENT CASH**

Petty Cash	190.05	
Total Petty Cash		\$190.05
Changefund	0.00	
Changefund - Parking	6,000.00	
Total Changefund Cash		\$6,000.00
Cash - Operating BOFA#0920	1,117,120.86	
Cash - Operating MB#5168	1,588,412.88	
Total Operating Cash		\$2,705,533.74
Cash - Premium BOFA#2150	13,589.33	
Total Premium Cash		\$13,589.33
Cash - Payroll BOFA#4507	4,360.18	
Cash - Payroll BOFA#1043	62.59	
Cash - Payroll MB#5184	8,191.43	
Total Payroll Cash		\$12,614.20
Cash - Savings	0.00	
Cash - Savings MB#5192	1,641,688.94	
Total Savings Cash		\$1,641,688.94
Cash - LAIF #13-56-001	44,939.32	
Total LAIF Cash		\$44,939.32
Cash - JLA BOFA#3469	12,280.82	
Cash - JLA MB#1471	277,170.80	
Total JLA Cash		\$289,451.62
<b>TOTAL CASH</b>		<b>\$4,714,007</b>

**CURRENT ACCOUNTS RECEIVABLES**

Accounts Receivable	702,007.50	
Allowance for Doubtful Account	(8,646.75)	
Employee AR	307.98	
Total Net General Accounts Receivables		\$693,668.73
JLA Accounts Receivable	69,709.81	
JLA Allowance for Doubtful Account	(20,797.33)	
Total Net JLA Accounts Receivables		\$48,912.48
<b>TOTAL ACCOUNTS RECEIVABLES</b>		<b>\$742,581</b>

<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>		<b>\$5,456,588</b>
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# 31st DAA, Ventura County Fair

## Income Statement

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/2025	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
<b>OPERATING REVENUES:</b>							
Admission Revenues	ADMIS	2,886,963	38,052	-	2,881,245	2,881,245	0%
Commercial Space	COMSP	423,795	-	-	402,000	402,000	0%
Carnival Revenues	CARN	3,959,687	-	-	1,958,400	1,958,400	0%
Concession Revenues	CSREV	1,214,645	4,473	2,475	1,165,200	1,162,725	0%
Exhibit Revenues	EXREV	98,885	(885)	-	91,700	91,700	0%
Horse Show Revenues	HSREV	-	-	-	5,000	5,000	0%
Entertainment Revenues	ETREV	888,520	-	-	885,130	885,130	0%
Miscellaneous Fair Revenues	MFREV	1,805,773	368,845	4,836	1,753,072	1,748,236	0%
Facility Sales - Interim Revenues	INTRE	2,639,944	535,853	598,845	2,558,128	1,959,283	23%
Satellite Wagering Revenues	SWREV	237,273	54,858	38,711	226,235	187,524	17%
Prior Year Revenue	PYREV	46,995	7,384	2,708	-	(2,708)	0%
Other Revenues	OTREV	71,076	8,552	13,935	68,962	55,027	20%
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 14,273,555</b>	<b>\$ 1,017,131</b>	<b>\$ 661,510</b>	<b>\$ 11,995,072</b>	<b>\$ 11,333,562</b>	<b>6%</b>
<b>OPERATING EXPENDITURES:</b>							
Administration Expenses	ADEXP	1,300,155	340,449	302,082	1,520,857	1,218,775	20%
Maintenance Expenses	MNEXP	2,501,803	634,970	730,178	2,953,195	2,223,017	25%
Publicity Expenses	PBEXP	247,547	1,639	5,793	359,896	354,103	2%
Concession Expenses	CSEXP	177,487	32,852	36,893	222,951	186,058	17%
Attendance Expenses	ATEXP	3,717,008	-	5,500	1,262,642	1,257,142	0%
Premium Expenses	PREXP	115,837	411	-	115,565	115,565	0%
Exhibit Expenses	EXEXP	245,199	25,151	26,333	305,478	279,145	9%
Horse Show Expenses	HSEXP	-	-	-	5,000	5,000	0%
Entertainment Expenses	ETEXP	2,347,536	-	1,588	2,418,246	2,416,659	0%
Miscellaneous Fair Expenses	MFEXP	1,977,812	15,000	8,537	1,905,694	1,897,157	0%
Facility Sales - Interim Expenses	INTEX	842,345	121,475	111,179	868,044	756,865	13%
Satellite Wagering Expenses	SWEXP	42,485	10,337	7,384	42,439	35,055	17%
Equipment Expenses	EQUIP	41,745	8,509	5,737	53,725	47,988	11%
Prior Year Expenses	PYEXP	32,054	19,807	893	26,765	25,872	3%
Cash Over/Short	CAOS	(5,400)	(944)	(2,314)	-	2,314	0%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 13,583,613</b>	<b>\$ 1,209,656</b>	<b>\$ 1,239,783</b>	<b>\$ 12,060,497</b>	<b>\$ 10,820,714</b>	<b>10%</b>
<b>NET OPER PROFIT/LOSS BEFORE DEPRE &amp; PENSION/OPEB</b>		<b>\$ 689,942</b>	<b>\$ (192,525)</b>	<b>\$ (578,273)</b>	<b>\$ (65,425)</b>	<b>\$ 512,848</b>	<b>884%</b>
Depreciation	90000	245,158	54,815	60,286	265,350	205,064	23%
Pension Expense	96000	(87,194)	-	-	-	-	0%
OPEB Expense	96100	65,819	-	-	-	-	0%
<b>NET OPER PROFIT/LOSS AFTER DEPRE &amp; PENSION/OPEB</b>		<b>\$ 466,159</b>	<b>\$ (247,340)</b>	<b>\$ (638,559)</b>	<b>\$ (330,775)</b>	<b>\$ 307,784</b>	<b>193%</b>
State Allocation	31200	128,500	-	-	115,000	115,000	0%
Training Allocations	31300	-	-	-	-	-	0%
Capital Project Reimbursement Funds	31900	-	-	20,560	-	(20,560)	0%
One-Time Revenue Sources	32500	64,698	156	3,444	-	(3,444)	0%
Contributions from Other Govt Sources	33000	-	-	-	-	-	0%
Other Operating Funds Used for Operation	34000	1,352	-	-	12,000	12,000	0%
<b>NET PROFIT/LOSS BEFORE DEPRE &amp; PENSION/OPEB</b>		<b>\$ 884,492</b>	<b>\$ (192,369)</b>	<b>\$ (554,270)</b>	<b>\$ 61,575</b>	<b>\$ 615,845</b>	<b>-900%</b>
<b>NET PROFIT/LOSS AFTER DEPRE &amp; PENSION/OPEB</b>		<b>\$ 660,709</b>	<b>\$ (247,184)</b>	<b>\$ (614,556)</b>	<b>\$ (203,775)</b>	<b>\$ 410,781</b>	<b>302%</b>

# 31st DAA, Ventura County Fair

## Revenue Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
<b>ADMISSIONS TO GROUNDS:</b>							
Gate Admissions	40000-00-100	2,310,865	-	-	2,300,000	2,300,000	0%
Admission - Vendor Badge	40010-00-100	837	-	-	815	815	0%
Presale Admissions	40100-00-100	533,581	34,691	-	540,000	540,000	0%
Presale Admissions - Livestock	40110-00-100	41,680	3,361	-	40,430	40,430	0%
<b>TOTAL ADMISSION TO GROUNDS</b>		<b>\$ 2,886,963</b>	<b>\$ 38,052</b>	<b>\$ -</b>	<b>\$ 2,881,245</b>	<b>\$ 2,881,245</b>	<b>0%</b>
<b>COMMERCIAL SPACE:</b>							
Commercial Space	41000-00-100	423,795	-	-	402,000	402,000	0%
<b>TOTAL COMMERCIAL SPACE</b>		<b>\$ 423,795</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 402,000</b>	<b>\$ 402,000</b>	<b>0%</b>
<b>CARNIVAL REVENUE:</b>							
Carnival	40500-00-100	3,495,332	-	-	1,958,400	1,958,400	0%
Carnival - Presale	40510-00-100	464,355	-	-	-	-	0%
Other Misc Revenue - Carnival	40520-00-100	-	-	-	-	-	0%
<b>TOTAL CARNIVAL REVENUE</b>		<b>\$ 3,959,687</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,958,400</b>	<b>\$ 1,958,400</b>	<b>0%</b>
<b>CONCESSION REVENUE:</b>							
Food Concession	42100-60-100	1,099,220	-	-	1,055,000	1,055,000	0%
Vendor Parking	45000-60-100	15,301	-	-	12,500	12,500	0%
Stock Struck	45010-60-100	4,485	-	-	4,200	4,200	0%
Camping Fees	46500-60-100	73,694	1,998	-	75,000	75,000	0%
Reimbursable Revenues	48500-60-100	16,770	-	-	14,000	14,000	0%
Vendor App Fees	48700-60-100	5,175	2,475	2,475	4,500	2,025	55%
<b>TOTAL CONCESSION REVENUE</b>		<b>\$ 1,214,645</b>	<b>\$ 4,473</b>	<b>\$ 2,475</b>	<b>\$ 1,165,200</b>	<b>\$ 1,162,725</b>	<b>0%</b>
<b>EXHIBIT REVENUE:</b>							
Exhibit Entry Fees	EXENT	43,160	(1,260)	-	43,000	43,000	0%
Donated Awards	43100-80-100	550	-	-	-	-	0%
Parking Revenue - Livestock	45000-80-100	18,680	-	-	17,000	17,000	0%
Camping Fees	46500-80-100	16,215	-	-	15,000	15,000	0%
Reimbursable Revenues	48500-80-100	3,165	-	-	3,200	3,200	0%
Other Misc Revenue	48700-80-100	3,050	300	-	2,000	2,000	0%
Donations	48810-80-100	3,330	-	-	4,000	4,000	0%
Junior Fair Board Revenue	48700-80-160	10,735	75	-	7,500	7,500	0%
<b>TOTAL EXHIBIT REVENUE</b>		<b>\$ 98,885</b>	<b>\$ (885)</b>	<b>\$ -</b>	<b>\$ 91,700</b>	<b>\$ 91,700</b>	<b>0%</b>
<b>HORSE SHOW REVENUE:</b>							
Entry Fees - Open Draft/Carraige	43000-25-150	-	-	-	-	-	0%
Sponsored Awards - Open Draft/Carraige	43100-25-150	-	-	-	-	-	0%
Stall Fees - Open Draft/Carraige	43300-25-150	-	-	-	-	-	0%
Camping Fees - Open Draft/Carraige	46500-25-150	-	-	-	-	-	0%
Entry Fees - Youth Open	43000-25-151	-	-	-	-	-	0%
Stall Fees - Youth Open	43300-25-151	-	-	-	-	-	0%
<b>TOTAL HORSE SHOW REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Revenues

# 31st DAA, Ventura County Fair

## Revenue Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
<b>ENTERTAINMENT FAIR REVENUE</b>							
Admission - Box Seats	40000-75-100	6,300	-	-	6,000	6,000	0%
Admission - Motorsports	40010-75-100	-	-	-	-	-	0%
Admission - Concerts	40020-75-100	305,514	-	-	300,000	300,000	0%
Admission - Rodeo	40030-75-100	126,482	-	-	61,350	61,350	0%
Presale Admission - Box Seats	40100-75-100	22,000	-	-	22,000	22,000	0%
Presale Admission - Concerts	40120-75-100	412,826	-	-	410,000	410,000	0%
Presale Admission - Rodeo	40130-75-100	-	-	-	65,135	65,135	0%
Commission on Sales	41500-75-100	9,050	-	-	13,070	13,070	0%
Merchandise Sales	42200-75-100	6,348	-	-	6,160	6,160	0%
Other Misc Revenue	48700-75-100	-	-	-	1,415	1,415	0%
<b>TOTAL ENTERTAINMENT FAIR REVENUE</b>		<b>\$ 888,520</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 885,130</b>	<b>\$ 885,130</b>	<b>0%</b>
<b>MISCELLANEOUS FAIR REVENUE: (without Jr Livestock Auction)</b>							
Souvenir Booth	42200-00-100	36,223	-	-	35,140	35,140	0%
Alcohol Concession	42300-00-100	521,852	-	-	521,852	521,852	0%
Parking Revenue	45000-00-100	519,800	-	-	515,000	515,000	0%
Camping Fees	46500-00-100	999	-	-	970	970	0%
Other Misc Revenue	48700-00-100	1,557	-	32	1,415	1,383	2%
Convenience/Product Fees	48720-00-100	229,244	7,845	4,804	222,365	217,561	2%
Garden Signage Sponsor	48800-00-100	6,525	-	-	6,330	6,330	0%
Donations Revenue	48810-00-100	944	-	-	-	-	0%
Sponsorship Revenue	48800-50-100	488,630	361,000	-	450,000	450,000	0%
<b>TOTAL MISCELLANEOUS FAIR</b>		<b>\$ 1,805,773</b>	<b>\$ 368,845</b>	<b>\$ 4,836</b>	<b>\$ 1,753,072</b>	<b>\$ 1,748,236</b>	<b>0%</b>
<b>INTERIM REVENUE</b>							
<i>FACILITY SALES</i>							
Concession Revenue (alcohol & beverages)	42300-40-400	306,626	78,156	3,858	305,000	301,142	1%
Parking Revenue	45000-40-400	498,043	131,268	166,729	425,000	258,271	39%
Parking Revenue - Beachfront	45010-40-400	56,756	17,806	21,068	200,000	178,932	11%
Building Rental	46100-40-400	398,693	100,710	154,917	463,500	308,583	33%
Building Rental - Derby Club	46110-40-400	212,000	48,000	55,500	132,000	76,500	42%
Grounds Rental	46200-40-400	375,807	67,230	78,537	309,000	230,464	25%
Equipment Rental (chairs, tables, etc.)	46300-40-400	120,422	25,533	37,483	120,000	82,517	31%
Camping Fees	46500-40-400	17,220	12,880	9,620	17,000	7,380	57%
Reimbursable Revenue - Utilities	48500-40-400	18,874	2,668	6,064	14,845	8,781	41%
Reimbursable Revenue - Outside Security	48510-40-400	3,690	-	-	-	-	0%
Reimbursable Revenue - In House Security	48520-40-400	-	-	-	-	-	0%
Reimbursable Revenue - Standby Labor	48530-40-400	97,346	18,848	23,824	89,217	65,393	27%
Set-Up/Clean-Up Fees	48550-40-400	97,451	26,611	31,761	84,400	52,639	38%
Reimbursable Revenue - Fire Marshall	48560-40-400	6,780	960	3,120	7,441	4,321	42%
Reimbursable Revenue - Trash/Dumpster	48570-40-400	27,684	5,184	6,500	23,449	16,949	28%
Reimbursable Revenue - Other (Police Expense)	48580-40-400	46,112	-	-	43,806	43,806	0%
Other Misc Revenue	48700-40-400	568	-	-	-	-	0%
Sponsorship Revenue	48800-50-400	-	-	-	-	-	0%

Revenues

# 31st DAA, Ventura County Fair

## Revenue Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
<b>OKTOBERFEST</b>							
Admission Revenue	40000-00-500	83,228	-	-	83,000	83,000	0%
Carnival Wristbands	40500-00-500	10,050	-	-	9,748	9,748	0%
Carnival Games	40510-00-500	993	-	-	965	965	0%
Commercial Vendors	41000-00-500	51,586	-	-	55,000	55,000	0%
Food Concession	42100-00-500	33,231	-	-	30,000	30,000	0%
Souvenir Booth Sales	42200-00-500	11,772	-	-	11,772	11,772	0%
Alcohol Concession	42300-00-500	88,365	-	-	85,714	85,714	0%
Parking Revenue	45000-00-500	23,540	-	-	28,000	28,000	0%
Grounds Rental	46200-00-500	855	-	-	-	-	0%
Camping Fees	46500-00-500	-	-	-	855	855	0%
Promo Fund	48000-00-500	40,000	-	-	-	-	0%
Reimbursable Revenue	48500-00-500	1,120	-	-	2,416	2,416	0%
Other Misc Revenue	48700-00-500	1	-	-	-	-	0%
Convenience/Product Fees	48720-00-500	907	-	6	6,000	5,994	0%
Sponsorship Revenue	48800-00-500	10,225	-	-	10,000	10,000	0%
Prior Year Revenue	49000-00-500	-	-	(141)	-	141	0%
<b>TOTAL INTERIM REVENUE</b>		<b>\$ 2,639,944</b>	<b>\$ 535,853</b>	<b>\$ 598,845</b>	<b>\$ 2,558,128</b>	<b>\$ 1,959,283</b>	<b>23%</b>
<b>SATELLITE WAGERING</b>							
Commission	41500-20-200	234,969	52,553	38,711	200,000	161,289	19%
Parking Revenue	45000-20-200	-	-	-	24,000	24,000	0%
Prior Year Revenue	49000-20-200	2,304	2,304	-	2,235	2,235	0%
<b>TOTAL SATELLITE WAGERING REVENUE</b>		<b>\$ 237,273</b>	<b>\$ 54,858</b>	<b>\$ 38,711</b>	<b>\$ 226,235</b>	<b>\$ 187,524</b>	<b>17%</b>
<b>TOTAL PRIOR YEAR REVENUE ADJ</b>	49000-00-000	46,995	7,384	2,708	-	(2,708)	0%
<b>TOTAL PRIOR YEAR REVENUE</b>		<b>\$ 46,995</b>	<b>\$ 7,384</b>	<b>\$ 2,708</b>	<b>\$ -</b>	<b>\$ (2,708)</b>	<b>0%</b>
<b>OTHER OPERATING REVENUE</b>							
Reimbursable Revenue	48500-00-000	-	-	-	1,500	1,500	0%
Other Misc Revenue (Convenience Fees, SE Rebates, etc.)	48700-00-000	20,736	2,696	409	20,000	19,591	2%
Interest Earnings	48710-00-000	50,340	5,855	13,526	47,462	33,936	28%
Donations	48810-00-000	-	-	-	-	-	0%
<b>TOTAL OTHER OPERATING REVENUE</b>		<b>\$ 71,076</b>	<b>\$ 8,552</b>	<b>\$ 13,935</b>	<b>\$ 68,962</b>	<b>\$ 55,027</b>	<b>20%</b>

Revenues

# 31st DAA, Ventura County Fair

## Expense Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
<b>ADMINISTRATION EXPENSE</b>							
Salaries & Wages - Perm	50000-11-000	148,768	33,612	55,232	235,222	179,990	23%
Salaries & Wages - Temp	50100-11-000	127,665	32,362	26,250	144,135	117,885	18%
Compensated Leave	50300-11-000	24,165	-	-	41,910	41,910	0%
Employee Benefits	51000-11-000	31,368	6,807	12,898	57,768	44,870	22%
PERS Employer Contribution	51010-11-000	69,219	15,297	22,874	121,491	98,617	19%
OPEB Employer Contribution	51020-11-000	1,674	985	-	-	-	0%
Payroll Taxes	51100-11-000	19,208	4,755	5,857	43,179	37,322	14%
Worker's Comp Insurance	51200-11-000	31,342	7,705	7,494	32,909	25,415	23%
Unemployment Insurance	51300-11-000	20,409	8,564	3,376	42,488	39,112	8%
Current year - Bad Debt Expense	53000-11-000	-	-	-	-	-	0%
Bank / CC Charges	54000-11-000	214,576	9,640	10,295	213,572	203,277	5%
Interest Expense	54010-11-000	-	-	-	-	-	0%
Director Expense	56000-11-000	2,227	103	92	2,500	2,408	4%
Dues & Subscription	57000-11-000	38,530	23,197	2,891	39,000	36,109	7%
Insurance	60000-11-000	335,853	96,294	102,979	339,717	236,738	30%
Other Misc Expense	65000-11-000	452	-	-	5,000	5,000	0%
Postage	67000-11-000	2,537	500	500	2,550	2,050	20%
Professional Services	69000-11-000	99,323	16,502	15,427	101,546	86,119	15%
Audit Cost	69010-11-000	86,255	60,150	15,000	50,000	35,000	30%
Office Supples & Expense	74000-11-000	13,037	15,873	3,544	11,835	8,291	30%
Telephone	75000-11-000	21,123	1,295	7,970	21,035	13,065	38%
Travel / Training Expense	77000-11-000	12,425	6,808	9,404	15,000	5,596	63%
<b>TOTAL ADMINISTRATION EXPENSE</b>		<b>\$ 1,300,155</b>	<b>\$ 340,449</b>	<b>\$ 302,082</b>	<b>\$ 1,520,857</b>	<b>\$ 1,218,775</b>	<b>20%</b>
<b>MAINTENANCE &amp; GENERAL OPERATIONS</b>							
Salaries & Wages - Perm	50000-12-000	239,496	68,812	53,890	242,814	188,924	22%
Salaries & Wages - Temp	50100-12-000	821,086	208,856	245,146	982,682	737,536	25%
Employee Benefits	51000-12-000	65,578	19,730	18,324	75,000	56,676	24%
PERS Employer Contribution	51010-12-000	203,862	55,990	66,658	215,000	148,342	31%
OPEB Employer Contribution	51020-12-000	4,427	2,301	-	9,000	9,000	0%
Payroll Taxes	51100-12-000	67,142	18,513	19,889	72,000	52,111	28%
Worker's Comp Insurance	51200-12-000	117,108	32,285	27,371	137,256	109,885	20%
Vehicle Insurance	60000-12-000	3,176	-	-	3,335	3,335	0%
Utilities - Electrical	63000-12-000	413,029	111,853	109,206	433,680	324,474	25%
Utilities - Gas/Propane	63010-12-000	24,206	6,012	9,135	25,416	16,281	36%
Utilities - Water/Sewer	63020-12-000	95,665	24,383	20,067	100,448	80,381	20%
Grounds Maintenance & Repairs	64000-12-000	96,874	21,797	72,560	101,168	28,608	72%
Equipment Maintenance	64010-12-000	72,212	19,729	16,517	69,702	53,185	24%
Professional Services	69000-12-000	119,221	20,518	21,562	284,336	262,774	8%
Equipment Rental	72000-12-000	14,109	1,128	2,407	14,500	12,094	17%
Supplies & Expenses	74000-12-000	68,277	11,363	28,384	91,794	63,410	31%
Telephone Expenses	75000-12-000	2,657	1,051	-	3,297	3,297	0%

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
Travel & Training Expenses	77000-12-000	1,786	1,204	733	3,500	2,767	21%
Trash/Waste Removal	78000-12-000	71,891	9,446	18,329	88,267	69,938	21%
<b>TOTAL MAINTENANCE EXPENSE</b>		<b>\$ 2,501,803</b>	<b>\$ 634,970</b>	<b>\$ 730,178</b>	<b>\$ 2,953,195</b>	<b>\$ 2,223,017</b>	<b>25%</b>
<b>PUBLICITY EXPENSE</b>							
Salaries-Wages - Temp	50100-13-100	-	-	-	4,000	4,000	0%
Payroll Taxes	51100-13-100	-	-	-	248	248	0%
Worker's Comp Insurance	51200-13-100	-	-	-	200	200	0%
PERS Employer Contribution	51010-13-100	-	-	-	448	448	0%
Advertising	52000-13-100	105,254	1,214	695	140,000	139,305	0%
Professional Services	69000-13-100	72,641	425	4,456	125,000	120,544	4%
Program Expense	70000-13-100	27,001	-	-	25,000	25,000	0%
Promotional Expense	71000-13-100	21,101	-	-	25,000	25,000	0%
Supplies & Expense	74000-13-100	21,552	-	642	40,000	39,358	2%
<b>TOTAL PUBLICITY EXPENSE</b>		<b>\$ 247,547</b>	<b>\$ 1,639</b>	<b>\$ 5,793</b>	<b>\$ 359,896</b>	<b>\$ 354,103</b>	<b>2%</b>
<b>CONCESSION EXPENSE</b>							
Salaries & Wages - Perm	50000-60-100	59,686	15,150	15,874	64,941	49,067	24%
Salaries & Wages - Temp	50100-60-100	31,071	5,342	7,996	46,010	38,014	17%
Employee Benefits	51000-60-100	-	-	-	1,680	1,680	0%
Payroll Taxes	51100-60-100	6,634	1,432	1,826	10,326	8,500	18%
PERS Employer Contribution	51010-60-100	22,569	4,670	7,326	32,954	25,628	22%
OPEB Employer Contribution	51020-60-100	1,022	438	-	-	-	0%
Worker's Comp Insurance	51200-60-100	9,724	2,245	2,199	12,427	10,228	18%
Professional Services	69000-60-100	40,978	3,230	-	42,458	42,458	0%
Tent & Booth Rent Expense	72000-60-100	-	-	-	-	-	0%
Supplies & Expense	74000-60-100	5,337	28	465	8,500	8,035	5%
Travel & Training	77000-60-100	467	318	1,208	3,655	2,447	33%
<b>TOTAL CONCESSION EXPENSE</b>		<b>\$ 177,487</b>	<b>\$ 32,852</b>	<b>\$ 36,893</b>	<b>\$ 222,951</b>	<b>\$ 186,058</b>	<b>17%</b>
<b>ATTENDANCE OPERATIONS</b>							
Salaries & Wages - Temp	50100-70-100	107,403	-	-	73,820	73,820	0%
Employee Benefits	51000-70-100	-	-	-	-	-	0%
PERS Employer Contribution	51010-70-100	2,633	-	-	1,659	1,659	0%
Payroll Taxes	51100-70-100	2,709	-	-	1,760	1,760	0%
Worker's Comp Insurance	51200-70-100	7,498	-	-	8,268	8,268	0%
Professional Services	69000-70-100	39,526	-	5,500	32,500	27,000	17%
Professional Services - Carnival	69010-70-100	2,253,138	-	-	-	-	0%
Security Expense	73000-70-100	967,766	-	-	996,800	996,800	0%
Supplies & Expense	74000-70-100	142,413	-	-	146,685	146,685	0%
Supplies & Expense - Carnival	74010-70-100	192,810	-	-	-	-	0%
Supplies & Expense - Admission	74020-70-100	1,113	-	-	1,150	1,150	0%
<b>TOTAL ATTENDANCE EXPENSE</b>		<b>\$ 3,717,008</b>	<b>\$ -</b>	<b>\$ 5,500</b>	<b>\$ 1,262,642</b>	<b>\$ 1,257,142</b>	<b>0%</b>

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
<b>Premium Expense (Excluding Horse Show)</b>							
Premium Cash Awards	66000-85-100	104,565	-	-	104,565	104,565	0%
Professional Services	69000-85-100	10,120	-	-	10,000	10,000	0%
Supplies & Expenses	74000-85-100	1,152	411	-	1,000	1,000	0%
<b>TOTAL PREMIUM EXPENSE</b>		<b>\$ 115,837</b>	<b>\$ 411</b>	<b>\$ -</b>	<b>\$ 115,565</b>	<b>\$ 115,565</b>	<b>0%</b>
<b>EXHIBIT EXPENSE</b>							
Salaries & Wages - Perm	50000-80-100	52,490	12,599	12,775	58,125	45,350	22%
Salaries & Wages - Temp	EXWAT	-	-	-	-	-	0%
Employee Benefits	51000-80-100	12,125	3,031	3,190	12,122	8,932	26%
PERS Employer Contribution	51010-80-100	14,244	3,204	4,014	16,281	12,267	25%
OPEB Employer Contribution	51020-80-100	852	365	-	-	-	0%
Payroll Taxes	EXPRT	3,952	947	960	3,965	3,005	24%
Worker's Comp Insurance	EXWC	5,756	1,474	1,178	6,510	5,332	18%
Other Misc Expense	65000-80-100	-	-	-	-	-	0%
Trophies & Ribbons	66010-80-100	5,994	-	-	8,000	8,000	0%
Sponsored Cash	66020-80-100	-	-	-	200	200	0%
Supplies & Expenses	EXSE	31,005	1,127	235	59,625	59,390	0%
Professional Services	EXPRO	106,551	40	938	129,650	128,713	1%
Volunteer Event	74010-80-100	3,224	-	-	3,000	3,000	0%
Travel & Training	77000-80-100	3,713	1,969	2,596	5,000	2,404	52%
Junior Fair Board Expense	65000-80-160	5,293	395	447	3,000	2,553	15%
<b>TOTAL EXHIBIT EXPENSE</b>		<b>\$ 245,199</b>	<b>\$ 25,151</b>	<b>\$ 26,333</b>	<b>\$ 305,478</b>	<b>\$ 279,145</b>	<b>9%</b>
<b>HORSE SHOW EXPENSE (Excluding Premiums)</b>							
Professional Services - Open Draft/Carraige	69000-25-150	-	-	-	5,000	5,000	0%
Supplies & Expenses - Open Draft/Carraige	74000-25-150	-	-	-	-	-	0%
Professionsl Services - Youth Open	69000-25-151	-	-	-	-	-	0%
Supplies & Expenses - Youth Open	74000-25-151	-	-	-	-	-	0%
<b>TOTAL HORSE SHOW EXPENSE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>
<b>FAIR ENTERTAINMENT EXPENSE</b>							
Salaries & Wages - Perm	50000-75-100	-	-	-	11,081	11,081	0%
Salaries & Wages - Temp	50100-75-100	-	-	-	-	-	0%
Employee Benefits	51000-75-100	-	-	-	484	484	0%
Payroll Taxes	51100-75-100	-	-	-	100	100	0%
Worker's Comp Insurance	51200-75-100	-	-	-	1,241	1,241	0%
Entertainment - Rodeo	58000-75-100	143,000	-	-	160,000	160,000	0%
Entertainment - Grounds Acts	58010-75-100	245,215	-	-	252,250	252,250	0%
Entertainment - Motrosports	58020-75-100	-	-	-	-	-	0%
Entertainment - Concerts	58030-75-100	1,359,222	-	-	1,400,000	1,400,000	0%
Entertainment - Community Event	58040-75-100	-	-	-	-	-	0%
Professional Services	69000-75-100	502,830	-	1,588	494,050	492,463	0%
Professional Services - Rodeo	69010-75-100	7,318	-	-	7,945	7,945	0%
Supplies & Expense - Grandstands	74000-75-100	59,090	-	-	60,000	60,000	0%

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
Supplies & Expense - Grounds Acts	74010-75-100	23,148	-	-	23,150	23,150	0%
Supplies & Expense - Rodeo	74020-75-100	7,713	-	-	7,945	7,945	0%
<b>TOTAL FAIR ENTERTAINMENT EXPENSE</b>		<b>\$ 2,347,536</b>	<b>\$ -</b>	<b>\$ 1,588</b>	<b>\$ 2,418,246</b>	<b>\$ 2,416,659</b>	<b>0%</b>
<b>MISCELLANEOUS FAIR EXPENSE</b>							
<i>ADMINISTRATION</i>							
Salaries & Wages - Perm	50000-11-100	11,527	-	-	-	-	0%
Salaries & Wages - Temp	50100-11-100	44,770	-	-	34,142	34,142	0%
Employee Benefits	51000-11-100	2,267	-	-	-	-	0%
PERS Employer Contribution	51010-11-100	8,804	-	-	7,581	7,581	0%
OPEB Employer Contribution	51020-11-100	164	-	-	-	-	0%
Payroll Taxes	51100-11-100	3,168	-	-	3,263	3,263	0%
Worker's Comp Insurance	51200-11-100	4,766	-	-	3,824	3,824	0%
Director's Expense	56000-11-100	507	-	-	522	522	0%
Supplies & Expenses	74000-11-100	8,891	-	-	10,300	10,300	0%
<i>MAINTENANCE</i>							
Salaries & Wages - Perm	50000-12-100	40,051	-	-	87,976	87,976	0%
Salaries & Wages - Temp	50100-12-100	193,486	-	-	288,145	288,145	0%
Employee Benefits	51000-12-100	7,419	-	-	7,790	7,790	0%
PERS Employer Contribution	51010-12-100	26,475	-	-	27,798	27,798	0%
OPEB Employer Contribution	51020-12-100	311	-	-	-	-	0%
Payroll Taxes	51100-12-100	13,147	-	-	13,804	13,804	0%
Worker's Comp Insurance	51200-12-100	21,233	-	-	42,125	42,125	0%
Utilities (electric, gas, water, sewer, etc.)	63000-12-100	118,998	-	195	50,000	49,805	0%
Professional Services	69000-12-100	290,028	-	7,390	305,036	297,646	2%
Equipment Rental	72000-12-100	266,608	-	-	279,939	279,939	0%
Supplies & Maintenance	74000-12-100	124,764	-	657	100,144	99,487	1%
Trash/Waste Removal	78000-12-100	32,417	-	-	34,379	34,379	0%
<i>FACILITY SALES</i>							
Salaries & Wages - Perm	50000-40-100	-	-	-	-	-	0%
Salaries & Wages - Temp	50100-40-100	-	-	-	-	-	479%
Employee Benefits	51000-40-100	-	-	-	-	-	0%
PERS Employer Contribution	51010-40-100	-	-	-	-	-	0%
OPEB Employer Contribution	51020-40-100	-	-	-	-	-	0%
Payroll Taxes	51100-40-100	-	-	-	-	-	0%
Worker's Comp Insurance	51200-40-100	-	-	-	-	-	0%
Professional Services	69000-40-100	-	-	-	-	-	0%
Outside Security Expense	73000-40-100	600	-	-	-	-	0%
Supplies & Expenses	74000-40-100	-	-	-	-	-	0%
<i>SPONSORSHIP</i>							
Professional Services	69000-50-100	128,950	15,000	-	90,000	90,000	0%
Equipment Rental	72000-50-100	321	-	-	-	-	0%
Supplies & Expenses	74000-50-100	1,282	-	295	2,500	2,205	12%

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
<i>PARKING</i>							
Salaries & Wages - Perm	50000-65-100	-	-	-	-	-	0%
Salaries & Wages - Temp	50100-65-100	37,653	-	-	69,420	69,420	0%
Employee Benefits	51000-65-100	-	-	-	-	-	0%
PERS Employer Contribution	51010-65-100	627	-	-	11,954	11,954	0%
OPEB Employer Contribution	51020-65-100	-	-	-	-	-	0%
Payroll Taxes	51100-65-100	1,104	-	-	1,137	1,137	0%
Worker's Comp Insurance	51200-65-100	2,686	-	-	7,775	7,775	0%
Professional Services	69000-65-100	339,347	-	-	340,000	340,000	0%
Overflow Parking Rental	72000-65-100	47,311	-	-	50,000	50,000	0%
Equipment Rental	72001-65-100	618	-	-	1,000	1,000	0%
Supplies & Expense	74000-65-100	4,467	-	-	1,500	1,500	0%
<i>OTHER FAIR</i>							
Chargebacks	54020-00-100	12,138	-	-	12,501	12,501	0%
Professional Services	69000-00-100	160,774	-	-	-	-	0%
Souvenir Booth Expense	74000-00-100	20,132	-	-	21,139	21,139	0%
<b>TOTAL MISCELLANEOUS FAIR EXPENSE</b>		<b>\$ 1,977,812</b>	<b>\$ 15,000</b>	<b>\$ 8,537</b>	<b>\$ 1,905,694</b>	<b>\$ 1,897,157</b>	<b>0%</b>
<b>INTERIM EXPENSE</b>							
<i>PUBLICITY</i>							
Advertising	52000-13-400	-	-	-	5,000	5,000	0%
Professional Services	69000-13-400	63,491	16,672	8,601	10,000	1,399	86%
Promotional Expense	71000-13-400	-	-	-	5,000	5,000	0%
Supplies & Expenses	74000-13-400	1,131	420	431	5,000	4,569	9%
<i>FACILITY SALES</i>							
Salaries & Wages - Perm	50000-40-400	54,321	18,078	-	-	-	0%
Salaries & Wages - Temp	50100-40-400	32,300	997	12,409	84,600	72,191	15%
Employee Benefits	51000-40-400	14,930	5,271	6	-	(6)	0%
PERS Employer Contribution	51010-40-400	13,386	4,471	3,566	14,625	11,059	24%
OPEB Employer Contribution	51020-40-400	1,189	510	-	-	-	0%
Payroll Taxes	51100-40-400	4,300	1,283	884	5,723	4,839	15%
Worker's Comp Insurance	51200-40-400	9,343	2,365	1,130	9,475	8,345	12%
Professional Services	69000-40-400	48,960	60	3,138	54,900	51,763	6%
Promotional Expense	71000-40-400	-	-	-	-	-	0%
Rental Expense	72000-40-400	1,697	-	-	7,000	7,000	0%
Outside Security Expense	73000-40-400	188,341	43,344	39,953	190,000	150,047	21%
Supplies & Expenses	74000-40-400	1,192	384	72	2,000	1,928	4%
Telephone	75000-40-400	713	178	180	720	540	25%
Travel & Training	77000-40-400	1,131	1,131	-	5,000	5,000	0%
Trash/Waste Removal	78000-40-400	-	-	-	-	-	0%
<i>PARKING</i>							
Salaries & Wages - Perm	50000-65-400	-	-	-	-	-	0%
Salaries & Wages - Temp	50100-65-400	87,885	22,067	27,919	130,752	102,833	21%

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
Employee Benefits	51000-65-400	-	-	-	-	-	0%
PERS Employer Contribution	51010-65-400	6,364	1,025	2,898	6,400	3,502	45%
Payroll Taxes	51100-65-400	2,969	625	1,091	3,117	2,026	35%
Worker's Comp Insurance	51200-65-400	9,769	2,571	2,568	14,644	12,076	18%
Equipment Maintenance	64010-65-400	-	-	-	-	-	0%
Professional Services - PK	69000-65-400	17,942	-	7,689	30,758	23,069	25%
Supplies & Expense - Main Lot	74000-65-400	127	-	159	1,750	1,591	9%
Supplies & Expense - Beach Lot	74010-65-400	1,432	22	267	1,750	1,483	15%
<i>OKTOBERFEST</i>							
Salaries & Wages - Perm	50000-00-500	16,035	-	-	16,035	16,035	0%
Salaries & Wages - Temp	50100-00-500	59,173	-	-	59,173	59,173	0%
Employee Benefits	51000-00-500	2,812	-	-	2,953	2,953	0%
PERS Employer Contribution	51010-00-500	12,662	-	-	13,295	13,295	0%
OPEB Employer Contribution	51020-00-500	-	-	-	-	-	0%
Payroll Taxes	51100-00-500	4,095	-	-	4,300	4,300	0%
Worker's Comp Insurance	51200-00-500	7,916	-	-	8,423	8,423	0%
Advertising	52000-00-500	23,337	-	-	22,346	22,346	0%
Entertainment Grandstand	58000-00-500	12,500	-	-	13,125	13,125	0%
Entertainment Ground	58010-00-500	17,035	-	-	17,887	17,887	0%
Ground Maintenance	64000-00-500	-	-	-	10,000	10,000	0%
Other Misc Expense	65000-00-500	1,544	-	-	15,108	15,108	0%
Professional Services	69000-00-500	23,545	-	-	24,273	24,273	0%
Professional Services - Carnival	69010-00-500	-	-	-	-	-	0%
Rental Expense	72000-00-500	15,065	-	-	15,775	15,775	0%
Security Expense	73000-00-500	21,083	-	-	22,137	22,137	0%
Supplies & Expenses	74000-00-500	62,631	-	-	35,000	35,000	0%
Prior Year Expense	80000-00-500	-	-	(2,272)	-	2,272	0%
<b>TOTAL INTERIM EXPENSE</b>		<b>\$ 842,345</b>	<b>\$ 121,475</b>	<b>\$ 110,689</b>	<b>\$ 868,044</b>	<b>\$ 757,355</b>	<b>13%</b>
<b>SATELLITE WAGERING EXPENSE</b>							
CARF Dues	57000-20-200	16,000	-	-	16,000	16,000	0%
Grounds Maintenance & Repairs	64000-20-200	20,424	10,337	-	20,424	20,424	0%
Equipment Maintenance	64010-20-200	-	-	-	-	-	0%
Professional Services	69000-20-200	5,500	-	6,884	5,500	(1,384)	125%
Supplies & Expenses	74000-20-200	561	-	501	515	14	97%
Trash Removal	78000-20-200	-	-	-	-	-	0%
Prior Year Expenses	80000-20-200	-	-	-	-	-	0%
<b>TOTAL SATELLITE WAGERING EXPENSE</b>		<b>\$ 42,485</b>	<b>\$ 10,337</b>	<b>\$ 7,384</b>	<b>\$ 42,439</b>	<b>\$ 35,055</b>	<b>17%</b>
<b>EQUIPMENT EXPENSE</b>							
Non Capitalized(cost less than \$5000 and life less than one year)							
Equipment Funded by Fair	87500-00-000	41,745	8,509	5,737	53,725	47,988	11%
<b>TOTAL EQUIPMENT EXPENSE</b>		<b>\$ 41,745</b>	<b>\$ 8,509</b>	<b>\$ 5,737</b>	<b>\$ 53,725</b>	<b>\$ 47,988</b>	<b>11%</b>

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

March 31, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 3/31/25	Current YTD 3/31/26	Budget 2026	Balance of Budget	% Used 2026
<b>PRIOR YEAR OPERATING EXPENSE ADJUSTMENT</b>							
Prior Year Adjustments	80000-00-000	32,054	19,807	893	26,765	25,872	3%
<b>PRIOR YEAR OPERATING EXPENSE</b>		<b>\$ 32,054</b>	<b>\$ 19,807</b>	<b>\$ 893</b>	<b>\$ 26,765</b>	<b>\$ 25,872</b>	<b>3%</b>
<b>CASH SHORTAGES &amp; OVERAGES</b>							
Cash +/- Interim	85000-00-000	(5,400)	(944)	(2,314)	-	2,314	0%
<b>CASH (OVER)/UNDER</b>		<b>\$ (5,400)</b>	<b>\$ (944)</b>	<b>\$ (2,314)</b>	<b>\$ -</b>	<b>\$ 2,314</b>	<b>-</b>
<b>DEPRECIATION EXPENSE</b>							
Depreciation	90000-00-000	244,485	54,476	60,286	265,350	205,064	23%
Prior Year Depreciation Expense	80010-00-000	673	339	-	-	-	0%
<b>TOTAL DEPRECIATION EXPENSE</b>		<b>\$ 245,158</b>	<b>\$ 54,815</b>	<b>\$ 60,286</b>	<b>\$ 265,350</b>	<b>\$ 205,064</b>	<b>23%</b>
<b>PENSION EXPENSE</b>							
Pension Expense	96000-00-000	(87,194)	-	-	-	-	0%
<b>TOTAL PENSION EXPENSE</b>		<b>\$ (87,194)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>OPEB EXPENSE</b>							
OPEB Expense	96100-00-000	65,819	-	-	-	-	0%
<b>TOTAL OPEB EXPENSE</b>		<b>\$ 65,819</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

# 31st DAA, Ventura County Fair

## Oktoberfest

March 31, 2026

DETAIL	Account Number	Actual 2025	Current YTD 3/31/26	Budget 2026	Balance of Budget
<b>REVENUES:</b>					
Admission Revenue	40000-00-500	83,228	0	83,000	83,000
Carnival Wristbands	40500-00-500	10,050	0	9,748	9,748
Carnival Games	40510-00-500	993	0	965	965
Commercial Vendors	41000-00-500	51,586	0	55,000	55,000
Food Concession	42100-00-500	33,231	0	30,000	30,000
Souvenir Booth Sales	42200-00-500	11,772	0	11,772	11,772
Alcohol Concession	42300-00-500	88,365	0	85,714	85,714
Parking Revenue	45000-00-500	23,540	0	28,000	28,000
Grounds Rental	46200-00-500	855	0	0	0
Camping Fees	46500-00-500	0	0	855	855
Promo Fund	48000-00-500	40,000	0	0	0
Reimbursable Revenue	48500-00-500	1,120	0	2,416	2,416
Other Misc Revenue	48700-00-500	1	0	0	0
Convenience/Product Fees	48720-00-500	907	6	6,000	5,994
Sponsorship Revenue	48800-00-500	10,225	0	10,000	10,000
Prior Year Revenue	49000-00-500	0	(141)	0	141
<b>TOTAL REVENUES</b>		<b>355,874</b>	<b>(135)</b>	<b>323,470</b>	<b>323,605</b>
<b>EXPENDITURES:</b>					
Salaries & Wages - Perm	50000-00-500	16,035	0	16,035	16,035
Salaries & Wages - Temp	50100-00-500	59,173	0	59,173	59,173
Employee Benefits	51000-00-500	2,812	0	2,953	2,953
PERS Employer Contribution	51010-00-500	12,662	0	13,295	13,295
OPEB Employer Contribution	51020-00-500	0	0	0	0
Payroll Taxes	51100-00-500	4,095	0	4,300	4,300
Worker's Comp Insurance	51200-00-500	7,916	0	8,423	8,423
Advertising	52000-00-500	23,337	0	22,346	22,346
Entertainment Grandstand	58000-00-500	12,500	0	13,125	13,125
Entertainment Ground	58010-00-500	17,035	0	17,887	17,887
Ground Maintenance	64000-00-500	0	0	10,000	10,000
Other Misc Expense	65000-00-500	1,544	0	15,108	15,108
Professional Services	69000-00-500	23,545	0	24,273	24,273
Professional Services - Carnival	69010-00-500	0	0	0	0
Rental Expense	72000-00-500	15,065	0	15,775	15,775
Security Expense	73000-00-500	21,083	0	22,137	22,137
Supplies & Expenses	74000-00-500	62,631	0	35,000	35,000
Prior Year Expense	80000-00-500	0	(2,272)	0	2,272
<b>TOTAL EXPENDITURES</b>		<b>279,433</b>	<b>(2,272)</b>	<b>279,830</b>	<b>282,102</b>
<b>OKTOBERFEST NET INCOME</b>		<b>76,442</b>	<b>2,137</b>	<b>43,640</b>	<b>41,503</b>

Oktoberfest

**31st DAA, Ventura County Fair  
Junior Livestock Auction  
March 31, 2026**

DETAIL	Account Number	Actual 2025	Current YTD 3/31/26	Budget 2026	Balance of Budget
<b>BEGINNING RESOURCES:</b> 1/1/2026	25100-30-300	\$ 706,108	\$ 837,149		
<b>AUCTION REVENUES:</b>					
Commission Revenue	41500-30-300	88,530	0	75,000	75,000
Other Misc Revenue	48700-30-300	31,646	150	25,000	24,850
Interest Revenue	48710-30-300	0	0	0	0
Slaughter Fees	48720-30-300	12,713	0	0	0
Sponsorships	48800-30-300	122,500	0	100,000	100,000
Donations	48810-30-300	98	0	0	0
Prior Year Revenue	49000-30-300	6,752	0	0	0
<b>TOTAL REVENUES</b>		<b>262,238</b>	<b>150</b>	<b>200,000</b>	<b>199,850</b>
<b>AUCTION EXPENDITURES:</b>					
Bad Debt Expense	53000-30-300	0	0	0	0
Bank/CC Charges	54000-30-300	18,190	67	18,000	17,933
Hauling and Slaughter	65000-30-300	2,702	0	3,000	3,000
Professional Services	69000-30-300	62,766	0	65,000	65,000
Publicity & Marketing	71000-30-300	102	0	500	500
Supplies & Expense	74000-30-300	25,511	0	30,000	30,000
Lunch Expense	74010-30-300	21,929	0	24,000	24,000
Prior Year Expense	80000-30-300	0	2,912	0	(2,912)
Cash Shortage/Overage	85100-30-300	0	0	0	0
Equipment Expense	87500-30-300	0	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>131,198</b>	<b>2,979</b>	<b>140,500</b>	<b>137,521</b>
<b>NET JLA INCOME</b>					
		<b>131,041</b>	<b>(2,829)</b>	<b>59,500</b>	<b>62,329</b>
<b>ENDING RESOURCES:</b> 3/31/2026	25100-30-300	\$ 837,149	\$ 834,320		

**31st DAA, Ventura County Fair**  
**Capital Assets**  
**March 31, 2026**

DESCRIPTION	Date	Reference	Balance
<b>PROPERTY, PLANT &amp; EQUIPMENT AS OF:</b>	<b>1/1/2026</b>		<b>21,141,868</b>
<b>ACQUISITIONS OF FIXED ASSETS:</b>			
Land		19100-00-000	-
Buildings & Improvements:		19200-00-000	-
Construction in Progress:		19000-00-000	58,015
PSPS Project	19000-00-000	771	
Raceway Bleachers	19000-00-900	16,242	
Grounds Bathroom Remodels	19000-00-903	-	
Ag Building Improvement	19000-00-907	2,006	
Sewer Upgrade	19000-00-911	-	
Raceway Expansion Project	19000-00-918	-	
Mold Remediation FL	19000-00-919	-	
Mold Remediation SR	19000-00-920	-	
Electrical Panel Project	19000-00-921	-	
Morgan Bathrooms Mold Remediation Project	19000-00-922	-	
Kiddieland	19000-00-925	21,936	
Anacapa Side Eaves Project	19000-00-926	390	
San Miguel Side Eaves Project	19000-00-927	-	
Derby Club A/C	19000-00-928	10,681	
Manhole Cover	19000-00-929	5,988	
Equipment		19300-00-000	12,500
Other Fixed Assets			
Other (provide description):			
<b>TOTAL ACQUISITIONS OF FIXED ASSETS</b>			<b>70,515</b>
<b>DISPOSITIONS OF FIXED ASSETS (Salvaged, Sold, etc.):</b>			
Land			
Buildings & Improvements			
Equipment			
Other Fixed Assets			
Other (provide description):			
<b>TOTAL DISPOSITIONS OF FIXED ASSETS</b>			<b>-</b>
<b>PROPERTY, PLANT &amp; EQUIPMENT AS OF:</b>	<b>3/31/2026</b>		<b>\$ 21,212,383</b>
<b>DEPRECIATION:</b>			
<b>Accumulated Depreciation as of:</b>	<b>1/1/2026</b>		<b>15,675,826</b>
Less: A/D on Dispositions of Fixed Assets above			
Add: Monthly Depreciation Expense	DEPRE	90000-00-000	60,286
<b>ACCUMULATED DEPRECIATION as of:</b>	<b>3/31/2026</b>		<b>\$ 15,736,112</b>
<b>PROPERTY, PLANT &amp; EQUIPMENT, NET OF DEPRECIATION:</b>	<b>3/31/2026</b>		<b>\$ 5,476,271</b>
<b>DEBT (ASSOCIATED WITH FIXED ASSETS)</b>	<b>3/31/2026</b>	25000-00-000	<b>-</b>
<b>NET RESOURCES-CAPITAL ASSETS (less related debt):</b>	<b>3/31/2026</b>		<b>\$ 5,476,271</b>

**31st DAA, Ventura County Fair**  
**Satellite Wagering**  
**March 31, 2026**

DETAIL	Account Number	Actual 2025	Current YTD 3/31/26	Budget 2026	Balance of Budget
<b>REVENUES:</b>					
Admission Revenue	40000-20-200	0	0	0	0
Commission Revenue	41500-20-200	234,969	38,711	200,000	161,289
Parking Revenue	45000-20-200	0	0	24,000	24,000
Prior Year Revenue	49000-20-200	2,304	0	2,235	2,235
<b>TOTAL REVENUES</b>		<b>237,273</b>	<b>38,711</b>	<b>226,235</b>	<b>187,524</b>
<b>EXPENDITURES:</b>					
CARF Dues	57000-20-200	16,000	0	16,000	16,000
Grounds & Maintenance Repairs	64000-20-200	20,424	0	20,424	20,424
Equipment Maintenance	64010-20-200	0	0	0	0
Professional Services	69000-20-200	5,500	6,884	5,500	(1,384)
Supplies & Expense	74000-20-200	561	501	515	14
Trash Removal	78000-20-200	0	0	0	0
Prior Year Expense	80000-20-200	0	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>42,485</b>	<b>7,384</b>	<b>42,439</b>	<b>35,055</b>
<b>NET SATELLITE WAGERING PROFIT/LOSS</b>					
		<b>194,788</b>	<b>31,326</b>	<b>183,796</b>	<b>152,470</b>

# Memorandum

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

**Date:** May 19<sup>th</sup>, 2026  
**To:** Board of Directors  
**From:** Heidi Ortiz, CEO  
**Subject:** 31<sup>st</sup> 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 May 27<sup>th</sup>, 2026 Board Meeting next week.

<u>SECTION</u>	<u>PAGE</u>
I Introductions	I-1
II Board Operations	II-2, II-3, II-4, II-5, II-6, II-9, II-10, II-13, II-14, II-15, II-16, and II-17
III Personnel Policies	III-4 and III-5
IV Safety Policies	IV-3
V Fiscal Policies	V-1, V-2 and V-3
VI Ventura County Fair Policies	VI-2, VI-3, VI-4, VI-5, VI-6, VI-7, VI-9, VI-10, VI-11, and VI-12
VII Use of Facilities Policies	VII-4, VII-6 and VII-7
VIII Derby Club Policies	VIII-1, VIII-2, VIII-3, VIII-4, VIII-5, and VIII-6
IX Fundamental Contracting Policies	IX-1, IX-2, IX-3, IX-4, IX-5, IX-6, IX-7, IX-8, IX-9, IX-10, IX-11, and IX-12
CDFA Policies and Procedures	Reference E

Policies  
of the  
31<sup>st</sup> District Agricultural  
Association  
Ventura, California

Revised ~~June 2025~~  
May 2026

## **100 INTRODUCTION**

*(Adopted 3/14/03, amended 5/28/13, 10/28/14, 5/27/26)*

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 31<sup>st</sup> 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, VISION, PURPOSE AND GOAL STATEMENTS**

*(Adopted 6/25/03, amended 2/25/14, 4/28/15, 4/16/24)*

### **Mission Statement**

“The mission of the 31<sup>st</sup> 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.”

### **Purpose Statement**

“The Ventura County Fairgrounds serves as the community's central gathering place, where we come together to proudly celebrate our diversity and shared values.”

**Vision Statement**

“The Ventura County Fairgrounds is envisioned as the people’s first choice gathering place, to celebrate the county’s natural beauty, creativity, innovation, diverse cultural richness, creating a sense of belonging.”

**Goal Statement**

1. Be Proactive in environmental stewardship
2. Create a long-term business plan that diversifies fairgrounds income
3. Create a capital improvement plan
4. Build a governance system & organization

**DEFINITIONS**

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

**Terms used within this Policy Manual**

<b>ASSOCIATION</b>	The 31 <sup>st</sup> District Agricultural Association (31 <sup>st</sup> 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.
<b>BOARD</b> <i>(Board of Directors)</i>	The policy-making body of the 31 <sup>st</sup> 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.
<b>CARF</b>	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.
<b>CDFA</b>	California Department of Food and Agriculture
<b>CEO</b>	The Chief Executive Officer/General Manager, or Secretary-Treasurer/Manager.
<b>CFFA</b>	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.
<b>CFSA</b>	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.
<b>CHRB</b>	California Horse Racing Board. A State of California Board appointed for the purpose of overseeing, regulating, and monitoring horse racing, and pari-mutuel betting.

<b>DISTRICT</b>	The area bounded by Ventura County lines. Also used as synonymous with "Association."
<b>DIVISION</b>	The Division of Fairs and Expositions, a branch of the California Department of Food and Agriculture.
<b>IAFE</b>	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.
<b>JPA</b>	Joint Powers Authority. An organization made up of fairs with a common interest, need or goal.
<b>MANAGEMENT</b>	The CEO/General Manager and staff members designated by him/her as management staff.
<b>OFFICERS</b>	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.
<b>POLICY</b>	A statement of intended results established by the Board to be consistently followed under stated conditions without reference to higher authority.
<b>WFA</b>	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)

### **201.02 B 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, 5/27/26)

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, 5/27/26)

Each Director ~~plus one guest~~ shall be issued an officially recognized identification card. These identification cards shall be honored for all ~~public~~ interim 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. **Entry for the interim events will be requested by the Director via the CEO.**

**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, 5/27/26)

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 Form 700. ~~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 Form 700. Ticket value shall be calculated by Fair management.~~
- ~~• 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 two (2) 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 is not allowed in the golf carts. Alcohol and driving while intoxicated is strictly prohibited. Guests of a Director are also prohibited from having an open alcohol container on the golf cart.~~

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, 5/27/26)*

Board elections will be held in November, every two years. Executive board shall be nominated and voted in by current board members.

### **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 1<sup>st</sup> and end December 31<sup>st</sup>.

### **203 BOARD MEETINGS**

#### **203.01 General Policy**

*(Adopted 3/14/03, amended 5/28/13, 5/27/26)*

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.
- d. with the current Bagley-Keene teleconferencing rules as follows:
  - A meeting notice, including an agenda, must be posted 10 days in advance.
  - While offering a teleconferenced meeting for public access is recommended, it is not required.
  - If a teleconference option is provided, it must be available to all members of the public.
  - The teleconference link must be included in the agenda at the time of posting and cannot be added later.
  - A majority of the board must be present at the posted meeting location for the board meeting.
  - For DAA boards comprised of 9 seats, a majority means 5 or more board members must be present on-site at a posted meeting location.
  - For boards with more than 5 members, at least 5 board members must be on-site. Additional members (6th, 7th, 8th, and/or 9th) can attend remotely via teleconference.
  - If a board member wishes to attend remotely and count towards the quorum, they must:

- Notify the DAA office in writing as soon as possible after the Notice and Agenda are posted/distributed, but before the start of the meeting.
- This notification must include a disclosure of the board member's need to attend remotely due to a physical or mental disability as defined by Government Codes 12926 and 12926.1.
- The written notification will be included in the board minutes for the meeting.
- At the start of the meeting, the remote attendance and quorum status of the board member must be approved by the on-site quorum members.
- During the meeting, if any board members are attending remotely, the board must take a roll call vote to approve their remote participation.
- All action/voting items must be conducted via roll call vote, with each board member's name and vote recorded.
- Any board members attending remotely must:
- Appear on camera and display their full name for identification on the teleconference software.
- Disclose the name and age of any individual 18 years or older who is present in the same room during the meeting. This disclosure applies only to board directors, not to staff or public attendees.

e. There will be recordings of the meetings, however, once the minutes are approved by the board the recording will be deleted and not be kept on file.

f. Meeting materials will be posted on the Fair's website for at least a year.

### **203.02 The Bagley-Keene Open Meeting Act**

*(Adopted 3/14/03, amended 4/25/06, 5/27/08, 5/28/13, 5/27/26)*

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, 5/27/26)*

~~DAAAs 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.

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**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. At presiding officer's discretion, the comment time may be changed in the interest of accommodating all speakers. 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, 5/27/26)*

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. The Closed Session notes that should be hand written, not on anyone's electronic devices, that include mostly brief comments or completely spelled out actions/votes.

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, 5/27/26)*

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 two (2) to three (3) 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. **CEO or staff member counts as a member and it becomes a public meeting requiring a notice.**

### **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 notes of all committee meetings shall be kept 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 standing committee shall make recommendations to the full board for voting purposes.

**205 BUILDINGS AND GROUNDS COMMITTEE**

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

**FUNCTION**

The Buildings and Grounds Committee will cover the ongoing needs of renovation and construction, identify and discuss the most needed repairs of buildings, look at the impacts of the Managed Retreat Project affecting areas of the Fairgrounds and discuss readjusting uses of current structures.

**206 EXECUTIVE COMMITTEE**

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

**FUNCTION**

The Executive Committee will cover ethics, governance, livestock and make sure the Strategic Planning goals stay on track. Also, the committee will continue to be the liaison with the Fairgrounds Foundation Board.

**207 FINANCE COMMITTEE**

*(Adopted 1/25/09, amended 5/28/13, amended 10/28/14, 2/25/25)*

**FUNCTION**

The Budget Committee provides recommendations to the Board in the areas of finance and annual budget development. It also serves to identify business development opportunities.

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## **208 AD HOC COMMITTEES**

### **208.01 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.

### **208.02 Membership of Ad Hoc Committees**

*(Adopted 3/14/03, amended 5/28/13, 2/27/24, 2/25/25, 5/27/26)*

Ad hoc committees shall consist of not more than two (2) Directors, both as Co-Chairs. 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 may be in attendance ~~at all committee meetings.~~ if needed and if so, the meeting will be publicly noticed.

### **208.03 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.

### **208.04 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.

### **208.05 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.

### **208.06 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

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or proxy voting.

## **209 REPRESENTATIVES OF THE BOARD**

### **209.01 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.

## **210 OFFICIAL PUBLIC STATEMENTS ON BEHALF OF THE BOARD**

*(Adopted 3/14/03, amended 5/27/08, 5/28/13, 4/28/15, 5/27/26)*

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~~ ~~spokespersons~~ 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. ~~Any public statements or presentations by board members shall be reviewed and approved by CEO or Board President.~~

## **211 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, 5/27/26)*

### **PREFACE:**

Members of the Board of Directors of the 31<sup>st</sup> 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 **passes/spaces** 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 the CEO 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.** The general rule on fairs buying food is showing what was bought, who it was for, and what the benefit is to the fair. **Meals will be determined by Board President and Fair management.**

**Lunch (REMOVE)**

~~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 (REMOVE)**

~~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,~~

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~~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 (During the Annual Fair)**

Director and immediate family are permitted to be credentialed. Directors may have a few more guests be credentialed if needed. Directors and their credentialed guest must display their laminated identification upon entering and wear at all times while in the Director's Room. Children under 12 years of age must have adult credentialed member supervision. Director may invite up to six (6) additional guests to join the Director plus immediate family in the Director's Room each evening of the Fair. Each guest must have the appropriate credentials for entry unless escorted by a Director. Anyone without a laminated credential must go through the turnstile at the front gate. ~~Each Director and their spouse/significant other, 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 partner immediate family in the Director's Room each evening of the Fair. Each guest must have the appropriate credentials for entry unless escorted by a Director. 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 (5/27/26)**

**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 is not allowed in golf carts. Alcohol and driving while intoxicated is strictly prohibited. Guests of a Director are also prohibited from having an open alcohol container on the golf cart. All Directors must take the Golf Cart Safety Training to be eligible to drive a golf cart.

**B. Fair Posters**

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 Director's name on the ticket manifest. Such requests should be on the proper letterhead from the non-profit.~~ The Fair is allowed to give out courtesy passes up to 4% of prior year paid admission. Staff is to track the number of tickets and who they are given to. Directors can request tickets to a non-profit organization that would not otherwise be able to attend the Fair due to financial constraints as long as it is within that 4% and this will be at the discretion of the CEO.

**D. Reserved Seating at Events**

~~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 Form 700. Directors may also purchase additional seats no later than two weeks prior to the opening of the fair.

**~~E. Gold Cards~~**

~~A Director may purchase up to two (2) "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 and not involve staff or office in distributing or passing to other persons, be on grounds while their cards are being used.~~

**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.

**300 CEO/GENERAL MANAGER**

**300.01 Appointment and General Policy**

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

The CEO/General Manager is hired by a majority vote of the full Board. As it is an "exempt" position, many Civil Service rules do not apply. The CEO/General Manager serves at the pleasure of the Board. The CEO/General Manager is charged with the responsibility of operating the Association. The Board shall set policy that offers guidelines for that operation, leaving the actual day-to-day decisions for the CEO/General Manager. In essence, the Board decides the "what," the CEO/General Manager develops and carries out the "how."

**300.02 CEO/General Manager's Responsibilities**

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

Under policy guidance of the Board, and in accordance with the recommendations of the California Department of Food and Agriculture rules and regulations the CEO/General Manager manages the administration and operation of the Association; represents the Association with state and local agencies and officials, community groups, and fair industry organizations. Considerable involvement in community and industry activities is expected of the CEO/General Manager.

Upon recommendation of CDFA, the Board of Directors is adopting the following areas of roles and responsibilities:

**AREAS OF RESPONSIBILITY**

<b>AREA OF RESPONSIBILITY</b>	<b>CEO</b>	<b>FAIR BOARD</b>
<b>Day-to-day operations</b>	Makes all decisions regarding daily operations	No role
<b>Short-term goals</b> (less than one year)	Establishes and carries them out	Monitors performance of CEO in accomplishing short-term goals he or she has set
<b>Long-term goals</b> (more than one year)	Recommends and provides information	Approves long-term goals
<b>Budget</b>	Develops and recommends annual budget	Approves annual budget
<b>Fees and charges</b>	Develops fee schedule	Approves fee schedule
<b>Personnel policies</b>	Recommends and administers	Approves recommended policies
<b>Staffing</b>	Makes all hiring decisions	Authorized to select only the CEO
<b>Staff salaries</b>	Approves salaries, based on state/county guidelines, union contracts, and recommendations from supervisors	Approves line item for salaries in annual budget
<b>Staff assignments</b>	Makes all decisions regarding deployment of staff	No role
<b>Staff grievances</b>	CEO hears all grievances, manages process for addressing them	No role
<b>Staff evaluation</b>	Evaluates overall staff performance, with input from supervisors	Evaluates performance of CEO only
<b>Staff terminations</b>	Makes final decisions with input from supervisors	Authorized to terminate only the CEO
<b>Capital purchases</b>	Prepares requests	Approves requests as line item in annual budget

AREA OF RESPONSIBILITY	CEO	FAIR BOARD
<b>Decisions on building, renovation, leasing, expansion</b>	Recommends, signs contracts with Board approval	Makes decisions, assumes financial resources
<b>Emergency repairs</b>	Notifies Board chairperson and acts with chair's concurrence	Works with CEO to respond to emergencies
<b>Major repairs</b>	Obtains estimates and prepares recommendation	Approves recommendation
<b>Minor repairs</b>	Authorizes repairs up to amounts pre-approved by Board	Establishes policy which specifies amounts CEO may spend without prior Board approval
<b>Cleaning and maintenance</b>	Establishes and monitors schedule	No role
<b>Contracts</b>	Negotiates and signs contracts within parameters set by Board and state/county to secure services for purposes in keeping with the fair's plan and budget	Establishes policy which specifies amounts CEO may spend without prior Board approval
<b>Supply purchases</b>	Purchases supplies according to Board and state/county policy and maintains audit trail	Establishes purchasing policies and annual budget for supplies
<b>Risk Management Policy and Program</b>	Develop and implement a written safety plan and strategy which includes regular training	Approves program and policy
<b>Statement of Operations</b>	Prepare and submit to F&E	Review and be informed about the fiscal viability of the fair
<b>Billing, credit, collections</b>	Proposes and implements policy	Approves policy

**300.03 Delegation of Authority for Contracting***(Adopted 3/14/03, Amended 11/28/06, 01/22/08, 5/28/13, 1/28/25)*

The CEO/General Manager is authorized to execute agreements for services and supplies necessary for and incidental to the promotion and production of Association sponsored events and activities, including, but not limited to Service Agreements, advertising agreements and sponsorship agreements which do not exceed \$150,000.00 and Grandstand Contracts up to \$300,000.00 without further authorization from the Board of Directors. All such executed agreements, however, are to be submitted to the Board of Directors for informational items.

The CEO/General Manager is authorized to grant permission to use the Fairgrounds facilities in accordance with the Food and Agriculture Code relating to the use of District and County Fairgrounds facilities, and according to regulations and policies adopted by the Board of Directors of the Association and the Department of Food and Agriculture; and to execute the Rental Agreement for the use of Fairgrounds facilities without further authorization from the Board of Directors. Agreements in this authority include, but are not limited to Rental Agreements; whether for Fairtime or non-fairtime events, which do not exceed \$150,000. All such agreements however, are to be submitted to the Board of Directors for information at the subsequent meeting.

This policy must be approved annually.

**300.04 Management Evaluation and Development Program***(Adopted 3/14/03, amended 5/28/13)*

Any Board concerns that may arise regarding the performance of the CEO/General Manager shall be directed by the President to the CEO/General Manager in a timely manner, so that those concerns may be addressed as part of an ongoing program of management evaluation and improvement.

**300.05 Management Goals***(Adopted 3/14/03, amended 3/28/17)*

The CEO/General Manager shall present to the Board a set of proposed Management Goals for the coming year at the January meeting.

Upon approval, these goals shall be combined in written form with any goals that may be set forth by the Board and any guidelines produced by the Division, to form the criteria by which the CEO/General Manager's performance in the coming year will be evaluated.

**300.06 CEO/General Manager's Annual Performance Evaluation***(Adopted 3/14/03, amended 5/28/13, amended 3/28/17, 5/27/26)*

At the February board meeting, the Board shall review the CEO/General Manager's performance during the previous year, based on the established criteria, in a closed session to review performance and to determine salary. All salary adjustments must fall within the system developed by and

receive approval of the Division. The President **and** or Vice President shall present the CEO's goals in writing for the coming year. Monthly reports will be submitted by the CEO based on yearly goals and ongoing operations.

### **301 POLICIES REGARDING EMPLOYEES**

#### **301.01 Appointments and General Policy**

*(Adopted 3/14/03)*

All employees, volunteers, and contractors are under the direction and supervision of the CEO/General Manager. The CEO/General Manager may delegate responsibilities and authorities, as he/she feels appropriate in order to accomplish the objectives of the Association, within the personnel guidelines of the State of California, the Department of Food and Agriculture, and the Division of Fairs and Expositions.

#### **301.02 Discrimination in Employment**

*(Adopted 3/14/03)*

The 31<sup>st</sup> District Agricultural Association is committed to a strong policy of equal employment opportunity. To this end, the Association does not discriminate or exclude any persons from employment, advancement, benefits of employment, or in the admission and access to programs or activities on the basis of: race, colors, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability (including AIDS) as required by Title II of the American with Disabilities Act (ADA). Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

#### **301.03 Sexual Harassment**

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

All employees have a working environment free of any type of discrimination. Sexual harassment is a form of discrimination that is in violation of both State and Federal laws and guidelines established by the Equal Employment opportunity Commission. The Association will maintain a workplace and working environment that is free of sexual harassment. Disciplinary action will be taken if any form of discrimination occurs. (See Reference B)

#### **301.04 Hiring**

*(Adopted 3/14/03)*

All hiring shall be by the CEO/General Manager or responsible Management Staff members given the authority to hire by the CEO/General Manager.

**301.05 Responsibility for Employees**

*(Adopted 3/14/03)*

The CEO/General Manager bears ultimate responsibility for all employees, and shall employ prudent personnel practices to ensure the efficient and effective use of staff resources, including employee development and evaluation, keeping of thorough employee records and complete payroll and leave documentation, and corrective action when appropriate. The CEO/General Manager may delegate to staff members, at his/her discretion, the responsibilities and authorities given him/her, but remains ultimately responsible for their accomplishment and use.

**301.06 Personnel Files**

*(Adopted 3/14/03)*

All personnel files are confidential. Access to information contained in such files may be granted only to the employee concerned and the CEO/General Manager. The necessary preparation of personnel file information may be performed by a staff member designated by the CEO/General Manager. Discussion of personnel file information by the CEO/General Manager or designated employees is prohibited. Breach of this confidentiality bears significant consequences up to and including termination.

**302 WORKERS COMPENSATION**

*(Adopted 5/28/13)*

It shall be the policy of the Association to provide worker's compensation coverage for all employees and volunteers, including Officers and Directors.

**400 GENERAL SAFETY POLICY**  
*(Adopted 3/14/03, amended 4/25/06)*

The safety and health of each employee and visitor is of primary importance to the management of the Association. It is and shall continue to be the policy of the management to provide a workplace that is as free as possible from conditions and acts that may result in injuries or illnesses.

Management recognizes its legal and moral responsibilities to maintain a safe workplace for its employees. Conversely, management believes that an employee's personal safety and health is the responsibility of the individual employee.

Association management will make every effort to maintain a safety program consistent with the best practices available. This policy shall be a part of all planning and implementation of structural designing, mechanical operation, and employee utilization within the realm of authority of the management.

Employees will be informed of safety procedures and job safety requirements through the use of training sessions, regularly scheduled safety meetings, and individual management-employee contact.

Adherence to all safety rules and procedures is considered a requirement of employment. A prime objective of the Association is a safety program that will reduce the number of injuries and illnesses to an absolute minimum. This facility strives not merely to reach, but to far surpass the best experience of similar facilities in our industry.

**400.01 Animal Restrictions**  
*(Adopted 3/14/03, added 5/27/08, amended 5/28/13, 5/28/24, 7/22/25)*

It is the policy of the Ventura County Fair Grounds to provide services and access to persons with service animals in the same manner as those without service animals. Staff shall protect the rights of persons assisted by service animals in accordance with state and federal law.

**Service animal** - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

**IDENTIFICATION AND USE OF SERVICE ANIMALS**

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.

- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routine.

### **Service Animal control**

Service animals will be controlled by their handler at all times and restricted to a maximum 6 ft. leash or restraining device.

### **Staff members**

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Staff are expected to treat individuals with service animals with the same courtesy and respect that the Fair Grounds affords to all members of the public (28 CFR 35.136).

### **Staff INQUIRY**

If it is apparent or if a staff member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the Staff member should ask the individual only the following questions (28 CFR 35.136(f)):

- **Is the animal required because of a disability?**
- **What task or service has the service animal been trained to perform?**

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

### **CONTACT with Service Animals**

Service animals are not pets. Staff members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

### **REMOVAL of Service Animal**

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a staff member may direct the handler to remove the animal from the premises. Barking alone

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is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)). No Removal of a Service Animal will be done without the guidance and authorization of Fairgrounds management.

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Staff members are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

## COMPLAINTS

When handling a complaint regarding a service animal, staff members should remain neutral and ask for a supervisor to respond. Responding supervisors should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to ac **Service animal** - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

## 401 ALCOHOL MANAGEMENT POLICY

*(Adopted 3/14/03, amended 4/25/06, amended 5/28/13, amended 3/28/17, 5/27/26)*

The alcohol policy is referenced in the **Spectra master food and beverage contract** as the Association does not hold a liquor license.

## 402 FREE SPEECH POLICY

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

## DEFINITIONS

"Free Speech Activities" means any individual or group expressing activities protected from prohibition on the Grounds by the Federal Constitution and Article I of the California Constitution.

"Free Speech Designated Areas" are located on-site as established by the Association and defined as the pedestrian area immediately inside the Garden Street gate during the annual Fair. Members of the public may be provided reasonable access to this area in accordance with these guidelines for purpose of conducting Free Speech Activities. The Association shall restrict Free Speech Designated Areas to this particular general site. Selection of the specific designated area for any given member of the public (i.e., the determination of suitability and availability) by the Association shall be based on and limited to the following objective criteria:

1. Whether the number of individuals proposed to engage in the Free Speech Activities will block the normal flow of pedestrian traffic;
2. Whether the number of activities (including those of others desiring to engage in Free

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Speech Activities) proposed for a given day or days are so great as to block the normal flow of pedestrian traffic;

3. Whether there is sufficient space to accommodate the proposed activities while avoiding interference with the Association's normal operations.

"Fighting Words" are words of expressive conduct presented in such a confrontational manner that the incitement of violence is probable.

"Obscene" means any sexually explicit material or communication which appeals to prurient interests and is patently offensive or abhorrent to the prevailing concepts of morality or decency in the community in which the Grounds exists.

"Sound Devices" are any loudspeakers, megaphones or other devices, electrical, mechanical or non-mechanical, which amplify or transmit sound waves, including group chanting or singing.

**Conditions for use of free speech designated areas:**

- a. All persons or groups wishing to use the Free Speech Designated Areas should register with the Association in advance, to allow scheduling on a first come, first serve basis. If same day registration is necessary, use of the Free Speech Designated Areas may be delayed until the Association's management and/or their agent can obtain the completed registration and it can be determined that space is available in accordance with these guidelines.
- b. The number of individuals in a group that participate in Free Speech Activities may be limited by the Association. The Association's determination of the number of individuals shall be based on and limited to the above definitions.

**403 SECURITY**

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

It is the policy of the Board of Directors that a safe, secure environment be provided to visitors, users, and employees while engaged in lawful pursuit activities. In order that this goal may be achieved, the Directors have determined that an internal security force be maintained which will function under the direction of the CEO/General Manager and will be responsive to the needs of the Association and its personnel to provide for, but not limited to: the physical well-being of visitors, users and employees while they are within the confines of Association property or parking lots, and limit to the greatest extent possible acts of theft and vandalism to Association property and buildings.

**PHILOSOPHY**

Personnel providing security functions, by the nature of the assignment are placed in a controlling position. It is the position of the Board of Director's position that security personnel accomplish their mission in a friendly, supportive, courteous and diplomatic manner. Because of the sensitive

nature of what must be accomplished, it is necessary that direct lines of communication be established, nurtured and maintained between security personnel and the CEO/General Manager.

Security personnel assigned to the Derby Club shall be required to meet the licensing requirements of the California Horse Racing Board, and shall function as part of the Derby Club under the direction of the Satellite Wagering Facility Supervisor.

Security resources that specialize in management of unique security situations best serve certain events. Management may permit the use of such security specialists when deemed appropriate and in the best interest of both the event and the Association. If deemed appropriate by the CEO/General Manager, the use of external security shall be coordinated with the Association's internal security efforts, and monitored by management to insure appropriate levels and use of such resources. It is recognized that the security personnel of the Association are not police officers. However, there are times when the immediate safety of visitors, users or employees will require the security officers to take immediate action to stabilize a situation, separate combatants or detain until the appropriate public safety agency personnel arrive. Because of the multiplicity of events held on Association property, the security needs are equally varied. It is important that security be included in the planning of these events so that the proper number and type of security is provided. It is the Board's position that an internal security department, properly trained and motivated, is an asset to the Association, and that the uniformed security officer, functioning as an extension of management is a visible symbol of the Association's commitment to the wellbeing of visitors, users and employees.

In support of the security function, security officers must be provided with the equipment to do their jobs, and refresher training on a scheduled basis.

#### **404 CLEAR BAG POLICY**

*(Adopted 4/28/26)*

To promote a safe and efficient entry experience, entry to the Ventura County Fairgrounds is conditioned upon consent to inspection of all bags and personal items. For the purposes of this policy, clear is defined as fully transparent material that allows contents to be easily visible without obstruction.

#### **Approved Bags**

The following bags are permitted:

- Clear plastic, vinyl, or PVC bags not exceeding 12" x 6" x 12"
- One-gallon clear plastic freezer bags
- Clear purses and clear fanny packs within size limits
- Medically necessary bags (subject to inspection)
- Diaper bags when accompanied by a child (subject to inspection)
- Small clutch bags (with or without strap) no larger than 5" x 8"
- Clear plastic backpacks not exceeding 12" x 6" x 12"
- Clear, empty hydration packs not exceeding 12" x 6" x 12"

### **Prohibited Bags**

The following items are not allowed:

- Non-clear backpacks, purses or fanny packs larger than the approved size.
- Printed-pattern plastic bags or tinted bags that obscure visibility
- Camera bags, binocular cases, and seat cushions with storage
- Mesh bags or oversized tote bags
- Hydration packs exceeding **12" x 14" x 2"** or containing liquid upon entry

### **Reusable Drinking Containers & Water Flasks**

To support hydration and sustainability efforts, the following rules apply to reusable containers:

- Empty reusable water bottles and flasks are permitted at entry.
- Containers must be completely empty at the time of screening.
- Metal containers (e.g., Hydro Flask-style) are permitted but subject to additional inspection.
- Glass containers are prohibited.
- Guests may fill containers at designated water filling stations inside the venue.

### **Screening Process**

- All bags are subject to inspection at entry gates. Clear bags will allow for faster screening.
- Reusable drinking containers will be inspected and if full, emptied upon inspection.
- Guests with prohibited items will be required to return them to their vehicle or dispose of them before entering. The Ventura County Fairgrounds does not provide storage for prohibited items

### **ADA & Medical Accommodations**

The Ventura County Fairgrounds complies with the Americans with Disabilities Act (ADA). Guests with disabilities may bring medically necessary items, equipment, or supplies that do not meet standard bag requirements. These items are permitted following appropriate screening.

**This includes, but is not limited to:**

- Medical devices and equipment
- Medically necessary liquids
- Mobility-related accessories

Screening of medically necessary items will be conducted in a respectful and minimally intrusive manner.

### **Additional Information**

- Guests are encouraged to bring only essential items.
- Arrive early to allow time for screening.
- Ventura County Fair management reserves the right to prohibit any item that, in the judgment of security personnel, poses a safety, security, or operational risk to guests, staff, or event operations.

**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, 5/27/26)*

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 Finance** 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.

**503.01 CREDIT CARD PURCHASING***(Adopted 5/27/26)*

Credit cards are a flexible purchasing method for State and Local Government agencies. The credit cards are issued in the name of the cardholder and billed to the agency. The credit cards provide a payment mechanism for the acquisition of goods and services with flexible spending limits. Limits do not exceed the CEO's purchasing authority dollar threshold of \$150,000.

Therefore, the Ventura County Fairgrounds will follow all procurement laws, regulations, policies, procedures, and best practices as defined by the State of California State Contract Manual (State agencies only), and additional policies as defined by the State or Local agency.

Credit card purchases are paid for by the Purchasing Department. The authorized users on the credit cards are the purchasing agent approved by the CEO and the Deputy Manager. The spending limits are as follows: American Express card \$50,000 and the Sams Mastercard \$25,000. All receipts and Purchase Orders are attached to the monthly statement. Purchases are allocated to the appropriate accounting codes and then payment is issued.

#### **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, amended 5/27/26)*

It is the policy of the 31<sup>st</sup> 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. All charges and add-ons are invoiced.

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.

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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, 5/27/26)*

Payroll shall be issued twice per month on **about** the **15th 5th and the 20th** ~~last day of the State's Pay Period Calendar~~. Management shall cause all payroll to be documented as prescribed by the Division, CDFR, Department of Personnel Administration, and all Civil Service Laws.

### **508 DISPOSAL OF GOODS**

*(Adopted 11/22/22)*

Board approval is required for disposal of goods with an estimated value exceeding \$500 as estimated by the CEO. The CEO may dispose of goods with an estimated value of less than \$500 without Board approval. Goods will be disposed of in a manner that is fair and equitable

to all parties that may be interested in acquiring goods. Preferential treatment towards individuals, businesses and other entities is prohibited. Disposal methods include: State surplus programs, public auctions, sealed bid auctions, trade-in, disposal via recycling, disposal via landfill, gift, trade or sale to other federal, state or local government agency.

**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)  
(Amended 5/28/24)**

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.

**600.02 B 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, 5/27/26)*

~~Gate admission fees and promotion fees will be recommended by the CEO and approved by the Board before they go on sale.~~

Gate admission fees will be brought to the Board for approval if there is to be an increase from the previous year.

- a. 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, 5/27/26)*

CEO/General Manager will ~~annually bring before the Board that year's recommendations;~~ present and get approval from the Board President on the Pre-Sale admissions annually.

**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 (5/27/26)**

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, 5/27/26)

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.

**600.13 Public Events Safety and Security**  
***(Adopted 5/27/26)***

Unless otherwise approved by Association Management all public events with an estimated gathered attendance of 2,500 guests or more must include additional public safety features including but not limited to weapons search (security wands, magnetometers, etc.) for incoming guests and licensed medical/first aid services for the duration of the event.

**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;

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- 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, 5/27/26)*

- 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, with 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, 5/27/26)*

- 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, 5/27/26)*

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 spaces will be assessed fees and shall be charged to vendors for outside space rental during the Ventura County Fair for commercial or fundraising purposes:

- i. Non-Food Commercial Concessions
- ii. Commercial Outdoor Space
- iii. Professional Food Concessionaires
- iv. Qualified Local Service Organization Food Concessionaires
- v. ~~Independent Midway:~~ Carnival Operator

~~Carnival Rides: % of ride gross~~

~~Super-spectacular Rides: % of ride gross~~

~~Food Concessions: % of gross sales, less sales tax~~

~~Carnival Games: % of game gross Flat fee~~

- vi. 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, 5/27/26)*

Indoor concessions and commercial exhibits shall be limited to the Commercial Building and some specialty booths and other vendors in exhibit buildings when requested 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.~~ Each building has a different rate for a 10x10, depending on the building and space location and if it is a prime location. Those factors could have the concessions manager negotiate a higher rate with vendors.

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 31<sup>st</sup> District Agricultural Association may not have a financial interest in any exhibit or concession on the grounds of the 31<sup>st</sup> 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, 5/27/26)

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 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, 5/27/26)

Seating for all grandstand shows shall include general admission and VIP areas, 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. Price will be determined by the CEO.

## **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, 5/27/26)*

~~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 the CEO 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, 5/27/26)*

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, 5/27/26)*

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

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determined by Fair Management.

~~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 ensure 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

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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, 5/27/26)*

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 and/or Association security management team. ~~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

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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, 5/27/26)*

The 31<sup>st</sup> 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.

**704 CANNABIS EVENTS*****(Adopted 9/26/23)***

The 31<sup>st</sup> District Agricultural Association has adopted and will follow the 2017 Cannabis Event Guidelines created by the California Department of Food and Agriculture (CDFA) Fairs and Expositions Branch.

**705 GUN SHOWS*****(Adopted 6/27/19, amended 5/27/26)***

~~The 31<sup>st</sup> District Agricultural Association has adopted to hold gun shows at the Fairgrounds. However, the Ad Hoc Gun Show Committee finds that more specificity is required in the contract that reflects how the Fairgrounds, gun show promoter and its vendors will comply with state law and that establishes checks and balances to ensure compliance. Should the Board decide to hold gun shows at the Fairgrounds, the Committee recommends that as part of that policy, the following be included: Contracting procedures, contract template, and event security measures and procedures. Restrictions that are not found in law are recommended to be included in the gun show contract. While the incident occurring at the August 25, 2018 Crossroads of the West Gun Show was unsubstantiated by law enforcement, it may be used to inform the Board of necessary precautions that may be implemented to prevent a similar incident. For instance, the Committee recommends that as part of the Fairgrounds' gun show contract, the following terms and conditions be included: All firearms on display shall be attached to a surface by security chords; No vendor or its employees shall possess or consume alcohol at the gun show. Doing so shall result in immediate ejection from the event. Thirdly, a gun show safety education program or education offering be required at all gun shows.~~ The 31<sup>st</sup> District Agricultural Association will follow all state laws as it relates to Gun Shows.

**800 DERBY CLUB – GENERAL POLICY**

~~The Derby Club represents the Association's commitment to providing the highest quality of facilities and services for the enjoyment of horse racing. Horse racing operations shall be given the highest priority in the design, operation, scheduling and use of the Derby Club. All other activities and uses of the Derby Club shall be scheduled and operated so as not to interfere, inconvenience, disturb, displace or otherwise be given priority over horse racing operations.~~

**801 AMERICANS WITH DISABILITIES ACT**

*(Adopted 3/14/03)*

~~It is the policy of the Association to include all people, including people with disabilities, in the participation in, or benefits of, the Association's services, programs and activities.~~

~~As part of the Association's ongoing effort to meet this policy, management shall provide a method by which visitors and participants can communicate difficulties encountered or which prevent participation in, or benefits of, the Association's services, programs and activities.~~

**802 ADMISSIONS****General Policy**

*(Adopted 3/14/03)*

~~Subject to conditions as prescribed in this section, admission to the Derby Club shall be available to all persons eighteen (18) years of age or older who wish to attend for legal and ethical reasons. The Derby Club offers guests the opportunity to view horse races live via satellite and the opportunity to wager on a pari-mutuel basis on these races. Additionally, guests may purchase racing programs and other horse racing related publications, food and beverage, and other goods and services necessary or incidental to the enjoyment of horse racing. All activities conducted within or in connection with the Derby Club facility shall comply with applicable laws, rules and regulations, and other requirements of the California Horse Racing Board (CHRB).~~

**Paid Admissions**

*(Adopted 3/14/03, amended 1/27/04, 5/25/2010, 5/28/13)*

Admission fees to the Derby Club are as follows:

**I. — Daytime and Thoroughbred Nighttime racing**

- a. — All Derby Club guests ages 18-64 shall be admitted to the Shore Room (ground-floor—general admission area) for \$4.00 per day, subject to space availability.

- ~~b. All Derby Club guests' ages 65 and older shall be admitted to the Shore Room (ground floor—general admission area) for \$2.00 per day, subject to space availability.~~
- ~~c. All Derby Club guests presenting valid military personnel identification or a valid military personnel dependent's identification shall be admitted to the Shore Room (ground floor—general admission area) for \$2.00 per day, subject to space availability.~~
- ~~d. All Derby Club guests ages 18-64 shall be admitted to the Surfside Room (North end, second floor—clubhouse area) for \$8.00 per day, subject to space availability.~~
- ~~e. All Derby Club guests ages 65 and older shall be admitted to the Surfside Room (North end, second floor—clubhouse area) for \$6.00 per day, subject to space availability.~~
- ~~f. All Derby Club guests presenting valid military personnel identification, or a valid military personnel dependent's identification shall be admitted to the Surfside Room (North end, second floor—clubhouse area) for \$6.00 per day, subject to space availability.~~
- ~~g. All Derby Club guests ages 18-64 shall be admitted to the Island View Room (South end, second floor—turf club area) for \$12.00 per day, subject to space availability.~~
- ~~h. All Derby Club guests ages 65 and older shall be admitted to the Island View Room (South end, second floor—turf club area) for \$10.00 per day, subject to space availability.~~
- ~~i. All Derby Club guests presenting valid military personnel identification or a valid military personnel dependent's identification shall be admitted to the Island View Room (South end, second floor—turf club area) for \$10.00 per day, subject to space availability.~~
- ~~j. Management has the discretion to open or close the second floor or any part of the Derby Club.~~

~~II. Nighttime racing except evening Thoroughbred racing—necessary? Delete?~~

~~Except when Thoroughbred racing is offered in the evening the following policy shall apply.~~

~~All Derby Club guests ages 18 and over shall be admitted to the North Shore Room for no admission fee, subject to space availability.~~

**III. ~~Fairtime~~**

~~(Adopted 5/25/2010) — Necessary? Delete?~~

~~During the Ventura County Fair all Derby Club guests ages 18 and over shall be admitted to the North Shore Room, South Shore Room and Surfside Room at no additional charge to Fair admission, subject to space availability.~~

**~~Courtesy Admissions~~**

~~(Adopted 3/14/03, amended 5/25/2010, 5/28/13) — Necessary? Delete?~~

~~The following courtesy admissions shall be offered to guests of the Derby Club, subject to space availability:~~

- ~~a. All guests shall be admitted to the Derby Club, Shore Rooms and Surfside Room without payment of an admission fee on Wednesday of each week unless there is a host track.~~
- ~~b. When evening Thoroughbred racing is offered, any guest ages 18 or older who have attended daytime racing, and who have been hand stamped by the beginning of the eighth race from the primary track, shall be readmitted to that evening's racing without payment of an additional admission fee.~~

**~~Complimentary Admissions~~**

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

~~Board Members and their guests shall be admitted to any of the Derby Club facilities without payment of an admission fee, subject to space availability.~~

~~The CEO/General Manager, Derby Club Manager and management staff that he/she authorizes may permit admission to any of the Derby Club facilities without payment of an admission fee as deemed necessary or appropriate in accommodating special guests of the Association, subject to space availability.~~

**~~Credential Admissions~~**

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

~~The following credentials shall be honored, for the credential holder and guest, for admission to the Derby Club facilities identified below, without payment of an admission fee, subject to space availability and other than special race days:~~

- ~~a. Owners and Trainers presenting a valid California Horse Racing Board (Shore Room or Surfside Room). All others presenting a valid California Horse Racing Board license (Shore Room).~~
- ~~b. Persons presenting a valid Jockey Guild identification (Shore Room or Surfside Room).~~

~~c. — Persons who identify themselves with valid identification as representing any member Fair of the California Authority of Racing Fairs, or CARE staff (Shore Room or Surfside Room).~~

### **Refunds**

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

~~Fees paid for admission to the Derby Club are non-refundable. All admission tickets sold for the Derby Club shall so note this "no refund" policy.~~

~~Management may issue "rain checks" under the following circumstances:~~

- ~~a. — If pari-mutuel operations are interrupted for any reason for three or more consecutive races from the Southern Host Track, rain checks shall be issued at the exit from the facilities upon request. Other technical difficulties including but not limited to loss of video or audio signal, shall not warrant the issuing of rain checks as long as wagering is available.~~
- ~~b. — If in the opinion of management, conditions exist that would create a negative effect on the Association or its activities, rain checks may be issued.~~

### **803 PARKING**

#### **Public Parking**

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

~~Parking on the Association's property is extremely limited, and shall be offered to the public on a first come, first served basis. There shall be a \$2.00 fee per vehicle, per day, for on-site parking in connection with Derby Club activities. Include fee? Or CEO establishes rate~~

~~Parking privileges in all lots, on-site and off-site, are for the express purpose of attending the Derby Club and/or other events held at the Association. Any other use of designated 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. Patrons 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 in all Association 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.~~

~~———— Credential Parking~~~~(Adopted 3/14/03, amended 5/27/08, 5/25/2010)~~

~~Parking Credentials may be issued to any person performing a service for, or on behalf of the Association including but not limited to Association Board Members; employees; contractors, sub-contractors and their employees; commercial exhibitors, concessionaires 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 facilities to conduct business necessary or incidental to the production and presentation of satellite wagering.~~

~~Credential admissions shall admit the bearer's vehicle to the Association's on-site parking lots without payment of ordinary parking fees, and may only be used for parking in connection with legitimate attendance or business on the grounds.~~

~~Additionally, credentials honored for admission to the facilities shall also permit bearers to park without payment of the parking fee.~~

~~**804 RENTAL OF FACILITIES FOR NON-HORSE RACING ACTIVITIES**~~~~(Adopted 3/14/03, amended 2/24/04, 5/28/13)~~

~~Notwithstanding Policy 800 or any other policy contained herein, Derby Club facilities shall be available for rent for non-racing private functions. Minors may be permitted at these private functions at the sole discretion of the association's management. The CEO/General Manager, Derby Club Manager and management staff that he/she authorizes may authorize the admission of minors to any private event/function provided it does not interfere with the buildings primary function as a Horse Racing Establishment. The attendance of minors must be arranged in advance of the event/function.~~

~~———— Event Curfew~~~~(Adopted 3/14/03, amended 5/25/2010)~~

~~All events in the Derby Club, except horse racing activities, are subject to a 12:00 midnight curfew.~~

~~———— Decorations~~

~~No decorations of any kind may be attached in any way to the structure or furnishings in the Derby Club. Only freestanding decorations will be permitted. Damages resulting from decorations shall be billed at actual repair or replacement costs.~~

~~———— Food and Beverage Service~~

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~~The Association has an exclusive contractual arrangement for service of food or beverage in the Derby Club for all operations, including catering for all private functions. No outside food or beverage of any kind may be brought into, sold or otherwise served in the Derby Club.~~

**805 SMOKING AND NON-SMOKING AREAS**

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

~~Smoking shall not be permitted within the Derby Club building. The Board of Directors of the 31<sup>st</sup> District Agricultural Association is aware that a high percentage of Derby Club patrons are smokers. In an effort to make reasonable accommodations to all patrons, management shall accommodate smokers, to the extent possible, with outdoor areas in which to smoke.~~

**900 FUNDAMENTAL CONTRACTING POLICIES***(Adopted 10/25/11, amended 5/28/13, 3/28/17, 5/27/26)***900.01 Contracting Policies**

Contracting shall follow the California Department of Food and Agriculture Contract Manual which is on file in the District's Administration Office.

Board members should not directly influence or interfere with contractual agreements.

**WHEREAS**, with the passage of AB 2490 in September 2014, the Legislature, in an effort to reduce state oversight and improve economic efficacy, significantly increased the authority of District Agricultural Associations (DAAs) to allow the DAAs to manage and operate their facilities more independently and with greater flexibility.

**WHEREAS**, as part of this legislative effort, section 4051 of the Food & Agricultural Code was amended vesting DAAs with expanded local authority, especially in the area of public contracting.

**NOW THEREFORE**, in furtherance of AB 2490 and in accordance with Food and Agriculture Code section 4051(a), the 31st District Agricultural Association ("District") hereby adopts, effective April 28<sup>th</sup>, 2026 the following Contract Policies, Procedures, and Practices.

**I. Definitions:**

- a. "District" shall mean the 31st District Agricultural Association *aka* the Ventura County Fairgrounds, an entity of the State of California formed by the Legislature to hold fairs, expositions, and exhibitions for the purpose of exhibiting all of the industries and industrial enterprises, resources, and products of every kind or nature of the state with a view toward improving, exploiting, encouraging, and stimulating them; and constructing, maintaining, and operating recreational and cultural facilities of general public interest.  
[Food & Agricultural Code sections 3871 and 3951.].
- b. "Board" shall mean the Board of Directors of the District, consisting of nine directors appointed by the Governor. The Board is the governing body and policy making body for the District.
- c. "Premises" shall mean the 63 acres of real property managed and operated by the District.
- d. "Fair" shall mean the annual Ventura County Fair, which is one of the largest events in Ventura County, attracting an average of 300,000 people each July/August during its twelve day run featuring exhibits, livestock show, musical entertainment, educational programs and more.

- e. "Interim events" shall mean those events held on the Premises other than the Fair. In addition to the Fair, the District hosts approximately 100 annual events. The largest interim events include Skull and Roses, The Strawberry Festival, CBF Production's Surfers Point Live events and the Baker Creek Heirloom Seed Expo.
- f. "Goods" shall mean all types of tangible personal property, including materials, supplies, and equipment, as defined in Public Contract Code section 10290, subd. (d).
- g. "Contract" shall mean and include all types of written agreements, contracts, leases, and memorandums of understanding.
- h. "Personal Service Contracts" shall have the same meaning as set forth in the California Code of Regulations, title 2, section 547.59, which provides in pertinent part:
- (1) A "Personal Services Contract" is defined as any contract, requisition, purchase order, etc. (except public works contracts) under which labor or personal services is a significant, separately identifiable element. The business or person performing these contractual services must be an independent contractor that does not have status as an employee of the State.
  - (2) A "cost-savings based Personal Services Contract" is any Personal Services Contract proposed to achieve cost savings and subject to the provisions of Government Code Section 19130(a).
- i. "Public Exigency" shall mean and refer to an emergency situation when the health and safety of the public property or guests in the custody or care of the District are at risk if immediate measures are not taken to resolve the problem situation and it is not possible or practical to convene a Regular, Special or Emergency Meeting of the Board as those terms are defined in the Bagley-Keene Open Meeting Act. (Govt. Code, sections 11120 et seq.)
- j. "Sole Source" shall mean and refer to a procurement process in which the good(s) or service(s) are procured from, or are a product of either:
- (1) Emergencies where immediate acquisition is necessary for protection of the public's health, welfare or safety or
  - (2) The proposed acquisition of goods or services are the only goods and services meeting the District's needs and the vendor/contractor is the only vendor/contractor available.
- k. "Informal Procurement Process" shall mean the procurement of goods, services, or information technology goods and services by obtaining multiple informal telephone, written and/or internet quotes in accordance with the policies and procedures established by the District.

**II. Contract Policies:**

- a. **Compliance with Applicable Law:** All District contracts must conform to applicable federal, state, and local laws, including but not limited to the Public Contract Code, which was designed to encourage fair competition for public contracts and to aid public officials in the efficient administration of public contracting.
- b. **Conform to the District's Mission:** All contracts shall operate in conformity with the District's goals, objectives, and mission and shall consider the impact of District events and activities on the local community.
- c. **Written Contract Required:** All contracts for the purchase of goods, services, and the use of the District's Premises shall be in writing, free from any type of discrimination and conflict of interest, in compliance with applicable law, duly executed, and approved by the Board or other authorized representative of the District.
- d. **Board Approval Required:** Except for situations where the District's Board has expressly delegated limited authority to the General Manager/Chief Executive Officer (CEO), all contracts must be submitted and approved by the Board in order to be legally binding and effective.
- e. **Compliance with District's Rules and Regulations:** For any event that is to be conducted or performed on the District's Premises, the contract shall incorporate the District's Rules and Regulations.
- f. **Approval of CDFA and DGS:** All contracts that require the approval of the Department of Food & Agriculture (CDFA) and/or the Department of General Services (DGS) must be submitted to CDFA and/or DGS pursuant to Food & Agricultural Code section 4051 *et seq.* to be reviewed and approved prior to being implemented by the District.
- g. **Contracts for Goods and Services:** In accordance with section 4051 of the Food and Agricultural Code, which is not subject to the Part 2, Division 2, Chapter 2 (section 10290 *et seq.*) and Chapter 3 (section 12100 *et seq.*) of the Public Contract Code, all purchases of goods, services, and information technology goods and services, including subcontracts, and involving an expenditure in excess of \$100,000.00; all personal services contracts involving an expenditure in excess of \$10,000.00 and governed by Government Code section 19130, subdivision (a); all construction contracts where the cost exceeds \$25,000.00; and all other contracts required by law to be subject to competitive bidding procedures shall be competitively bid and will be awarded pursuant to one of the competitive bidding procedures described below; unless the contract is entitled to an exemption or exception as defined herein in subparagraphs 2 and 3.

## 1. Competitive Bidding Process:

- a. Invitation for Bid- An Invitation For Bid (IFB) is a public request for bids to provide a specific service or goods and the contract will be awarded to the qualified bidder with the lowest responsive and responsible bid, unless all bids are rejected. The District will provide additional details and definitions for each IFB issued to the extent necessary. When a contract is awarded, a Notice of Award shall be posted in a public place in the District's Administration Office for 5 calendar days.
- b. Two Tier Requests for Proposals- A Request For Proposal (RFP) will seek proposals to provide technical services or a specified product or to solve a defined problem. The contract award will be based upon the lowest cost and evaluation of the proposers' technical proposals submitted in response to the RFP. Two Tier RFP's require the submission of technical proposals for evaluation by a selection committee using objective criteria specified in the RFP. Bidders must submit financial proposals in a separate sealed envelope. Proposals will first be evaluated on a technical basis by the selection committee. Bidders whose proposals received the required minimum score during the technical evaluation will have the financial envelope opened. When a contract is awarded, a Notice of Award will be posted in a public place in the District's Administration Office for 5 days calendar days.
- c. Competitive Negotiated Procurements- Competitive Negotiated Procurements are initiated by the issuance of: (i) an RFP, (ii) a Request for Expression of Interest (RFEI), or (iii) a letter invitation to pre-qualified proposers (collectively, "Solicitation".) Competitive Negotiation Procurements require the submission of technical proposals for evaluation by a selection committee using objective criteria specified in the Solicitation and price is not the primary or sole selection factor. Bidders must submit preliminary financial proposals in a separate sealed envelope. All proposals submitted in response to the Solicitation must comply with the Solicitation's terms and conditions. After receipt of proposals and completion of an evaluation or selection process, the District may conduct negotiations with one or more proposers with the required qualifications and the most competitive preliminary financial proposals. Best and Final Offers (BAFOs) will be required from the selected qualified proposers upon the conclusion of any negotiations. The contract will be awarded on the basis of a consideration of a combination of technical evaluation and price factors. When a contract is awarded, a Notice of Award will be posted in a public place in the District's Administration Office for 5 calendar days.

## 2. Protest Procedures:

### a. Standing and Grounds for Protests:

- (1) Protests can be filed only by a Proposer or Bidder submitting a bid or proposal in response to one of the Competitive Bidding Procedures (IFB, RFP

or Solicitation) described in paragraph G.

(2) All protests will be reviewed and decided on written submissions only.

(3) Protests must be based only upon one or more of the following grounds:

i. The District violated a law or regulation; or

ii. The District failed to follow the procedures and adhere to requirements set forth in the competitive solicitation or any addendum thereto.

b. Jurisdiction for Consideration of Protests: There is no jurisdiction for the District to consider a protest if:

(1) The District rejects all bids or proposals.

(2) The protestant does not meet the requirements of paragraph 2.a. above.

(3) The protest was not timely submitted.

(4) The contract award is for a type of contract not subject to the protest procedures.

b. Procedural Requirements for Protests:

(1) A protest must be initiated by filing the Notice of Protest in writing with the District's Administration Office by 5:00 PM not later than five calendar days after the posting of the Notice of Intent to Award. The written Notice of Protest must be physically delivered to the District's Administration Office in hard copy. Emailed protests and fax protests are not acceptable and will not be considered. The failure to timely file a protest shall constitute an irrevocable waiver of the Bidder or Proposer's right to protest.

(2) The Notice of Protest must include the name, address, and telephone number of the protestant and of the person representing the protesting party, if any, and must be signed by the protestant or the protestant's representative. The Notice of Protest may, but is not required to, contain the information described in Paragraph (3) below.

(3) After filing an Initial Protest, the protestant has five calendar days to file a detailed written statement of the protest grounds if, the Notice of Protest did not contain the complete grounds for the protest. The detailed written statement must be physically delivered in writing to the District's Administration Office by 5:00 PM not later than five calendar days after the Notice of Protest is filed. Emailed and/or faxed detailed written statements are not acceptable and will not be considered. The detailed written statement must contain a complete statement of any and all grounds for the protest,

including, without limitation, all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest. The detailed written protest must refer to the specific portions of all documents which form the basis of the protest.

- (4) Any protest not conforming to Paragraphs c. (1) through (3), inclusive, shall be rejected by the District as invalid. The procedures and time limits set forth in Paragraph 2.c. are mandatory and are the protestant's sole and exclusive remedy in the event of any protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or judicial or other legal proceedings.
- (5) During the pendency of a valid protest, the contract may not be awarded until the protest is withdrawn or the District has rendered a decision.
- (6) The CEO of the District shall determine if the protest is in conformance with Paragraphs 2.c. (1) through (3), inclusive. Further, the CEO may attempt to informally resolve protests to the satisfaction of all parties before proceeding with the protest. In the event informal efforts to resolve the protest are not successful, the CEO, after determining that the protest is based on permissible grounds and filed in strict conformity with the procedural requirements, shall appoint a hearing officer. The hearing officer may request additional information and specify a time limit for submission of the information. The hearing officer shall determine the matter on all written submissions and submit a recommended written decision to the Board within thirty days of the final submission of evidence and legal authorities.
- (7) The District Board will render a final determination and disposition of a protest by taking action to adopt, modify, or reject the hearing officer's recommended written decision. Action by the Board relative to a protest shall be final and not subject to appeal or consideration.

c. Exemptions to Competitive Bidding: The following are exempt from competitive bidding:

- (1) Utility Services- The item or service to be procured is from a utility company or wholesale utility provider where service connections are allowed only in geographically defined service territories, or a competitively limited wholesale provider market, or where the work involves a utility system and only the utility company itself is allowed to perform the work.
- (2) Standard Commercial Off-the-Shelf Software Packages (COTS) or Hardware Products- Procurement of software or hardware products which are ready-made, available for sale to the government and to the general public and designed to be easily integrated into existing systems without the need for extensive customization. COTS software can either be installed on the

District's computers or delivered over the Internet.

- (3) Equipment Maintenance Services- Maintenance Service Agreements provided by the equipment manufacturer or dealers/distributors as a result of a Life Cycle Cost Purchase: the sum of all recurring and one-time, non-recurring, costs over the full life span or a specified period of a good, service, structure or system. It includes purchase price, installation cost, operating costs, maintenance and upgrade costs, and remaining (residual or salvage) value at the end of ownership or its useful life determination or which are not available from a satisfactory alternate source as determined by the District.
- (4) Software, Software Licenses and Operating System Maintenance Services- In situations where the District has procured software and operating systems for its use, procurement of the continuing maintenance and upgrades of the software and operating systems, training and renewal of software licenses, from the developer or manufacturer.
- (5) Small Business (SB), Micro Business (MB), and Disabled Veteran Business Enterprises (DVBE)- In compliance with Government Code section 14838.5 procurements in an amount between \$5,000.00 and \$250,000.00 (or any other amount established by a Budget Letter from the Department of Finance), in goods and services from a DVBE, SB or MB certified by the State of California; provided the District obtains at least two price quotations from two or more certified small businesses, including microbusinesses, or from two or more DVBE's.
- (6) Value less than \$5,000- Procurements of any good(s) or service(s) with a value of less than \$5,000 may be purchased and contracted for with an Informal Procurement Process.
- (7) Newspapers and Publications Services- Notices and publication services used to post notices required by law or policy, and subscriptions to newspapers, journals, and other periodicals.
- (8) Contract extensions during Pending Protests- Extension of existing contracts where the goods or services provided under the existing contract are the subject of an ongoing procurement process and completion of a new contract has been delayed as a result of a protest filed in accordance with applicable bid protest procedures.
- (9) Non-Profit Community Service Agreements- Contracts for the procurement of services acquired from non-profit or not-for-profit organizations to provide services including, but not limited to, clean up, weed abatement, habitat restoration, maintenance, and other similar work within or adjacent to the District's jurisdiction may be entered into by using the Informal Procurement Process.

d. Exceptions to Competitive Bidding: Competitive bidding may not apply if, under the particular circumstances of the procurement, an exception is warranted. The following are examples of circumstances that may be considered in authorizing case-by-case exceptions to the competitive bidding policy:

(1) Sole Source- Executive Order W-1-3-94 forbids the use of “sole source” contracts except: in the case of State emergency or where public health and safety so require. Notwithstanding the foregoing Executive Order, in a situation where only one person, firm, or manufacturer exists that can provide the needed goods or services and no equivalent person, firm or manufacturer is available that would meet the District’s minimum needs, then sole source may be considered..

i. No Competition- Competition is precluded because of the existence of patent rights, copyrights, secret processes, controlled or limited market or distribution, restricted or limited availability of the basic raw material(s) or similar circumstances, and there is no equivalent item or service.

(2) Absolute Compatibility Is Necessary:

i. The procurement is for replacement part or components for equipment and no information or data is available to ensure that the parts or components obtained from another supplier will perform the same function in the equipment as the part of component to be replaced.

ii. The procurement is for replacement parts or components for equipment and the replacement parts or components would compromise the safety or reliability of the product, or would void or invalidate a manufacturer’s warranty or guarantee; or

iii. The procurement is for upgrades, enhancements or additions to hardware or for enhancements or additions to software, and no information and data is available to ensure that equipment or software from different manufacturers or developers will be as compatible as equipment or software from the original manufacturer(s) or developer(s).

(3) Opportunity Purchases- Opportunity purchases from local business that, for similar things available through the state purchasing program, may be purchased locally at a price equivalent to or less than that available through the state purchasing program. (Food & Ag Code 4051, subd. (b)(1).)

(4) Exigency Purchases- In cases of a Public Exigency as defined under “Definitions” above, the District or its CEO may authorize contracts for goods and services in the best interests of the District.

(5) Sponsorship Agreements- In accordance with Food & Agricultural Code section 4051.1, the District, pursuant to procedures established by the Board,

may enter into agreements to secure donations, memberships, and corporate and individual sponsorships, and may enter into marketing and licensing agreements.

- e. SB, MB, and DVBE: It is the policy of the District to encourage Small Business (SB), Micro Business (MB) and Disabled Veteran Business Enterprise (DVBE) prime contractors to participate in the competitive procurement process. SB, MB and DVBE prime contractors, certified by the State of California may receive a 5% preference up to \$50,000 or in some instances a pre-determined scoring incentive on applicable solicitations to be applied when determining an award of contract.
- f. Contracts for Activities/Use on the Premises: In accordance with section 3965.1 of the Food and Agricultural Code, the District may contract for any activity involving the use of the District's Premises, except revenue generating contracts involving hazardous activities as determined by CDFG, unless adequate insurance is provided. In contracting for such activities, the District shall, depending on the circumstances, consider the use a competitive bid process in situations where the duration of the contract is to be greater than one year or where the contract grants to a contractor an exclusive right, and where there is known competition in the market place, unless the contract/activity/use is entitled to an exemption or exception as defined below.

(1) Exemptions to Competitive Bidding:

- i. Contracts that are Exempt-Contracts that the District is required to enter into as a matter of law or certain types of contracts that are specifically exempt from competitive bidding, for example, entertainment contracts. Police, security, emergency, and fire service contracts- Contracts to safeguard public health and safety.
- ii. Natural Disaster and Emergency Relief Contracts- In the event of a natural disaster, emergency, or other type of public exigency, the District may contract with relief type organizations, e.g. CalFIRE, CalEMA, Homeland Security, law enforcement, and FEMA, to serve as a command post or to assist and benefit the surrounding community by providing shelter for displaced persons, pets, and livestock.
- iii. Contracts with Other Governmental Entities: Contracts with other governmental entities, also known as "Inter Agency Agreements", including, but not limited to federal, state, and local entities, as well as Joint Power Authorities established for the benefit and/or use by the District.

(2) Exceptions to Competitive Bidding: Competitive bidding may not apply if, under the particular circumstances of the contracting, an exception is warranted. The following are examples of circumstances that may be considered in authorizing case-by-case exceptions to the competitive bidding policy:

- i. Non-Profit Agreements- Contracts for the use of the Premises by a non-profit organization [e.g. 501(c)(3)-“Friends of the Fair”] established for the benefit of the District.
- ii. Fair-time Vendor Agreements- Short term contracts (not to exceed five years) for the non-exclusive use of a portion of the Premises by vendors or independent contractors during the annual Fair in accordance with Title 3, California Code of Regulations, section 7010 *et seq.*
- iii. Contract extensions during Pending Protests- Extension of existing contracts where the use of the Premises under the existing contract is the subject of an ongoing competitive bid process and the results of that process have been delayed or protested in accordance with applicable bid protest procedures or by court order.
- iv. Unique Revenue Generating Agreements- Contracts limited to commercial revenue generating situations where the contractor possesses unique qualifications, to include but not limited to, a sole intellectual property right, a franchise or licensing exclusive, or other unique quality that no other known competitor in the market place possesses or controls.

### III. District Contract Procedures and Practices

- a. Signed Written Agreement Required: All purchases of goods and services and uses of the District’s Premises and/or its equipment shall be covered by a written agreement either approved by the Board of Directors or the General Manager/Chief Executive Officer (CEO) or other authorized representative of the District.
- b. Delegation of Authority: The Board may delegate authorization to the CEO up to a certain maximum dollar limit per contract without further Board approval provided that the term of the contract is less than (1) year and that any such contract(s) are to be submitted thereafter to the Board for notification at the subsequent Board meeting. Notwithstanding the delegation of authority, the Board is responsible for the contract.

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- c. **Due Diligence Required:** No contract shall be entered into without conducting an appropriate due diligence inquiry involving the background of the contractor (to include but not limited to name, type of business entity, license, whether registered with the Secretary of State, and consultation with business references) and the type of event or activity that is the subject of the proposed contract (to include but not limited to the form/type of contract, term and duration of event, hours of operation, any special conditions or issues, whether alcohol is involved, whether it involves any hazardous activity, potential CEQA considerations, liability insurance (CFSA), indemnification, and potential community reaction).
- d. **Controversial Contracts:** Any contract for an event that may potentially involve large crowds, multiple days, incite local opposition or controversy, hazardous activities, or require heightened security shall be presented to the Board for its consideration and approval, regardless of contract amount or delegation of authority.
- e. **Cost/Benefit Analysis Required:** No contract shall be entered into unless the District first performs a financial benefit/cost analysis and the District determines that it will receive a reasonable rate of return for the use of its Premises. The only exception is a contract that involves a charity type event.
- f. **Adequate Security Required:** No event shall be permitted without adequate security. As a minimum, any contract shall provide that security levels will be determined by the District based on such factors as the nature of the event, duration, anticipated attendance, traffic, and other potential impacts on the surrounding community. Depending on attendance, traffic, duration of event, noise, and potential impact on the local community, consultation with local law enforcement should be considered in assessing the need for potential security and/or traffic control.
- g. **Minimum Terms and Conditions:** All contracts of the District shall, at a minimum, contain the following terms and conditions; identify contract process used, name of contractor, business entity (individual, partnership, corporation), state of incorporation (if applicable), term of contract, type of event/activity, financial terms-including security deposit and payment schedule, minimum amount of liability insurance, indemnification, specific security and medical emergency plans (if applicable), traffic and safety plans as conditions precedent that must be satisfied prior to an event/activity taking place, and incorporate the District's rules and regulations governing events conducted on the Premises.
- h. **Adequate Oversight Required:** The District shall provide adequate oversight over the Contractor's performance of any contract. To ensure adequate oversight, no contract shall be entered into unless the contract allows for District staff or District controlled security to have complete access to the Premises at all times during an event or
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activity.

- i. If in Doubt Seek Advice from Legal Counsel: The legal Division of California Department of Food and Agriculture is legal counsel for the District. Even though the law allows the District, without further State oversight approval, to contract for the procurement of goods and services and for conducting events or activities that take place on the Premises, consultation with legal counsel is encouraged in the contracting process and in drafting the contract.

**REFERENCE A**

**BAGLEY KEENE**

**OPEN MEETING**

**ACT**

# REFERENCE B

# SEXUAL HARASSMENT POLICY

## **Reference B**

### **Definition of Sexual Harassment**

The Fair Employment and Housing Act defines harassment because of sex as including sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions.

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoon or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

### **Employer Liability**

All employers are prohibited from harassing employees in the workplace. If harassment occurs, an employer may be liable even if management was not aware of the harassment. An employer might avoid liability if the harasser is a non-management employee, the employer had no knowledge of the harassment, and there was a program to prevent harassment. If the harasser is a non-management employee, the employer may avoid liability if the employer takes immediate and appropriate corrective action to stop the harassment once the employer learns about it. Employers are strictly liable for harassment by their supervisors or agents. The harasser can be held personally liable for damages. Additionally, Government Code section 12940, subdivision (k), requires an entity to take "all reasonable steps to prevent harassment from occurring." If an employer has failed to take such preventative measures, that employer can be held liable for the harassment. A victim may be entitled to monetary damages even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

## **Employer Obligations**

All employers have a legal obligation to prevent sexual harassment.

- Employers must take all reasonable steps to prevent discrimination and harassment from occurring.
- Employers must help ensure a workplace free from sexual harassment by posting in the workplace a poster made available by the Department of Fair Employment and Housing.
- Employers must help ensure a workplace free from sexual harassment by distributing to employees information on sexual harassment. An employer may either distribute a brochure that may be obtained from the Department of Fair Employment and Housing or develop an equivalent document, which must meet the following requirements:
  - The illegality of sexual harassment
  - The definition of sexual harassment under state and federal laws
  - A description of sexual harassment, utilizing examples
  - The internal complaint process of the employer available to the employee
  - The legal remedies and complaint process available through the Department and the Fair Employment and Housing Commission
  - Directions on how to contact the Department and the Fair Employment and Housing Commission
  - The protection against retaliation for opposing the practices prohibited by law or for filing a complaint with, or otherwise participating in investigative activities conducted by, the Department or the Commission
- # Employers with 50 (fifty) or more employees must provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005, and to all new supervisory employees within six months of assuming a supervisory position. Thereafter, covered employers must provide sexual harassment training and education to each supervisory employee once every two years.

## **Enforcement of the Law**

Employees or job applicants who believe that they have been sexually harassed may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing. The Department will investigate the complaint and attempt to resolve the disputes. If the Department finds evidence of sexual harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation may lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department. If the Commission finds that harassment occurred, it can order remedies, including up to \$150,000 in fines and/or damages for emotional distress from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotion, training,

and changes in the policies or practices of the involved employer. A court may order unlimited damages.

### **Preventing Sexual Harassment**

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way to avoid or limit damages if harassment should occur despite preventative efforts.

### **Complaint Procedure**

An employer should take immediate and appropriate action when he/she knows or should have known that sexual harassment has occurred. An employer must take effective action to stop any further harassment and to minimize any effects of the harassment. To those ends, the employer's policy should include provisions to:

- Fully inform complainant of his/her rights
- Fully and effectively investigate. The investigation must be immediate, thorough, objective and complete. Anyone with information on the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser, and, as appropriate, to all others directly concerned.
- If harassment is proven, there must be prompt and effective remedial action. First, appropriate action must be taken against the harasser and communicated to the complainant. Second, steps must be taken to prevent further harassment. Third, appropriate action must be taken to remedy the complainant's loss, if any.

### **Training of all individuals in the workplace**

All employees must receive from their employers a copy of the DFEH pamphlet "[Sexual Harassment is Forbidden by Law](#)" (DFEH-185) or an equivalent document.

All employees should be made aware of the seriousness of violations of the sexual harassment policy. Supervisory personnel should be educated about their specific responsibilities. Rank and file employees should be cautioned against using peer pressure to discourage harassment victims from using the internal grievance procedure.

Employers with 50 (fifty) or more employees must provide at least 2 (two) hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005, and to all new supervisory employees within six months of assuming a supervisory position. Thereafter, covered employers must provide sexual harassment training and education to each supervisory employee once every 2 (two) years.

For more information, call the appropriate telephone number found by viewing the [DFEH Contact Information](#).

### **Typical Sexual Harassment Cases**

The three most common types of sexual harassment complaints filed with the Department are:

- An employee is fired or denied a job or an employment benefit because he/she refused to grant sexual favors or because he/she complained about harassment. Retaliation for complaining about harassment is illegal, even if it cannot be demonstrated that the harassment actually occurred.
- An employee quits because he/she can no longer tolerate an offensive work environment, referred to as a "constructive discharge" harassment case. If it is proven that a reasonable person, under like conditions, would resign to escape the harassment, the employer may be held responsible for the resignation as if the employee had been discharged.
- An employee is exposed to an offensive work environment. Exposure to various kinds of behavior or to unwanted sexual advances alone may constitute harassment.

# REFERENCE C

# CRIMINAL STREET GANGS

## Reference C

- I. Ventura Avenue Gangsters, aka VAG, La Avenida, The Avenue
- II. Cabrillo Village, aka CV 13, Campo
- III. Montalvo, aka Montalvo 13, East Side Montalvo, ESM  
Hella Waisted Krew (HWK- Ventura)  
Only About Trouble (OAT- Ventura)  
Everybody Killers (EBK- Ventura)
- IV. Colonia Chiques, aka COCH, COCX (Oxnard)
- V. Skinhead Dogs, aka SHD
- VI. Pierpont Rats, Pierpont Gangsters, aka PP
- VII. East Side Saticoy, aka ESS
- VIII. Midtown (VMT)
- IX. Southside (Oxnard)
- IX. Surtown (Oxnard)
- X. El Rio, aka Trouble St.
- XI. Lil Boyz, aka LBZ - Fillmore.  
The Boyz (TBZ - Fillmore)
- XII. Eastside - Fillmore.  
Always Faded Krew (AFK - Fillmore)
- XIII. Moorpark Locos, MPL - Moorpark.
- XIV. Loma Flats (Oxnard)
- XV. Lemonwood (Oxnard)  
E-Street / E-Block / 52 Mobb (Oxnard)  
Olds Road / O-Block (Oxnard)  
Causing Real Crimes (CRC / Oxnard)
- XVI. Black Mafia Guerillas, aka BMG
- XVII. 12th St. Locos - Santa Paula.
- XVIII. Party Boys (Santa Paula)
- XIX. Crazy Boys (Santa Paula)
- XX. Bad Boys (Santa Paula)  
Dead End Krew (DEK / Santa Paula)  
Out To Bomb (O2B / Santa Paula)
- XXI. Crimies (Santa Paula)
- XXII. Barry St. (Camarillo)  
Non Stop Krew (NSK - Camarillo)  
Pimps Murkin Comma (PMC- Camarillo)  
Get Back Krew/ Ghetto Boyz Krew (Camarillo)
- XXIII. Hells Angels Motorcycle Gang
- XXIV. Mongols Motorcycle Gang
- XXV. Westside Locos, WSL - Simi Valley.
- XXVI. Vagos Motorcycle Gang

- XXVII. Vario Simi Valle, VSV - Simi Valley.
- XXVIII. Skinheads/Whitepower - County Wide
- XXIX. Confederation of Racist Working Class Skinheads aka CRW
- XXX. Thousand Oaks CA Surenos aka Tocas- Thousand Oaks
- XXXI. Ojai Sureno Locos- Ojai
- XXXII. Squires-Oxnard
- XXXIII. Santanas-Oxnard
- XXXIV. Conejo Valley Locals aka CVL-Thousand Oaks
- XXXV. Bad Ass Thugs aka BAT
- XXXVI. Ventura Avenue Crip Gang aka ACG – Ventura  
Wont Stop Krew (WNS/325 – Port Hueneme)  
Bolker Block (BB- Port Hueneme)

# REFERENCE D

# PUBLIC RECORDS ACT REQUESTS

# Public Records Act Policy

## Policy

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It is the policy of the California Department of Food and Agriculture (CDFA) to comply with the intent and requirements of the California Public Records Act (the Act or PRA).

This policy establishes the Legal Office procedures for processing all aspects of a PRA request.

## Authority

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Article 1, Section 3, California Constitution

The California Public Records Act (Government Code §§ 6250 *et seq.*)

Information Practices Act of 1977 (Civil Code §§ 1798 *et seq.*)

State Department's Investigations and Hearings (Government Code § 11183)

Executive Order S-03-06

Political Reform Act (Government Code § 81008)

## Definitions

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<i>Public Record</i>	Any writing or recording containing information relating to the conduct of the public's business.
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## Responsibility

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<i>Legal Office</i>	The Legal Office is responsible for processing, responding to, and billing for, PRA requests and educating and advising employees of CDFA and District Agricultural Associations (Program) on the requirements of the Act. After the initial request is received by the Program, all subsequent correspondence with the requester is handled by the Legal Office. A staff attorney shall be assigned to review the documents to determine whether they contain confidential or privileged information. If so, the necessary redaction will be performed by the Legal Office.
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<i>All Employees</i>	Immediately upon receipt, the PRA request should be e-mailed to the General Counsel and copied to the Legal Assistant. If the request is received via e-mail, forward the e-mail. If the request was received via the United States
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## *Public Records Act Policy*

Postal Service (USPS), include a copy of the request along with the date-stamped envelope. Program should retain a copy of the request and begin collecting any responsive documents. Any subsequent correspondence received from the requester should be forwarded to the Legal Office immediately for reply.

The Program should not redact any information or alter the documents in any way.

Any concerns about confidentiality or proprietary information should be summarized in the submission e-mail to the Legal Office. The staff attorney assigned to review the documents will address those concerns and redact confidential or proprietary information before the documents are released.

If more than ten days is needed to collect the responsive documents, inform the Legal Assistant via e-mail as soon as possible.

### *The Act and Other Access to Records Law*

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The Act reads in part, "...access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state." The Act ensures that every citizen has the right to inspect and/or obtain a copy of any public record. The requester is not required to provide a reason for requesting a public record. As a result, once a document is deemed a public record, its possible use is immaterial to its release.

Generally, a public record is defined as "any writing containing information relating to the conduct of the public's business," which includes any means of recording information upon any format of communication or representation. (Government Code § 6252(e))

The Department policy is to disclose all public records unless they are exempted under the law.

PRA requests should not be confused with *subpoenas duces tecum* which are court orders and can reach records exempt from disclosure under the Act. All subpoenas must be served directly to the Legal Office.

The Freedom of Information Act (FOIA) is the federal version of the Act that applies only to federal agencies. However, if a request is received stating it is pursuant to FOIA, it should be treated as a PRA request.

## *The Request*

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Although the Act does not require a request for records be in writing, doing so facilitates accuracy and efficiency. Therefore, if a verbal request is received, the requester should be asked to submit the request in writing. USPS, e-mail, or fax is acceptable.

All requests must clearly identify the desired records. If the request is so vague or overbroad that it is impossible to identify the desired records, the Legal Office will assist the requester in making a focused and effective request that reasonably describes an identifiable record or records. (Government Code § 6253.1(a))

The Legal Office shall, to the extent reasonable under the circumstances:

1. Assist the requester to identify records and information that are responsive to the request or to the purpose of the request, if stated;
2. Describe the information technology and physical location in which the records exist; and
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements are deemed to have been satisfied if the agency is unable to identify the requested information after making a reasonable effort to obtain additional information that will help identify the record or records.

These requirements do not apply if the agency makes available the requested records, determines that the request should be denied and bases that determination solely on an exemption pursuant to Government Code § 6254, or makes available an index of its records.

## *The Response*

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The Legal Office shall handle all responses to PRA requests. If the request is received by the Legal Office, the Legal Assistant shall notify the appropriate program staff that a request has been received, what documents are required in response and the statutory deadline for responding.

Unless the request otherwise specifies that the documents be produced in the electronic format in which the Program holds the information, the Program will provide Portable Document Format (PDF) copies of the requested records to the Legal Office. The Legal Office will then determine whether the records are responsive to the request and are appropriate for disclosure or exempt from disclosure. The Legal Office will then prepare the response and communicate any necessary information to the requester.

## *Public Records Act Policy*

As an alternative to receiving records, the public may inspect the responsive records during normal office hours at the location where the records are kept or CDFA Headquarters. However, access will depend on the availability of staff, whether the records are kept on site, the kind of records, whether the records have to be reproduced or redacted, and a number of other factors.

Whether the request is by telephone, in person, or by correspondence, the requester should have no expectation that he or she will be able to inspect and copy records immediately.

### *Response Time Frame and Notice of Determination*

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Within ten days from receipt of the request for records, the Legal Office must determine whether the request, in whole or in part, will be disclosed. Requests for Form 700's Statement of Economic Interests must be provided within two days of the request.

In certain circumstances, the response may be extended for an additional 14 days upon written notice, setting forth the reasons for the extension and the date on which the determination is expected to be made. Acceptable circumstances for an extension include, but are not limited to:

1. The need to search for and collect the requested records from field facilities that are separate from the office processing the request;
2. The need to search for, collect, and examine a voluminous amount of separate and distinct records demanded in a single request; or
3. The need to consult with another agency having a substantial interest in the determination or the need to consult with various divisions of CDFA having substantial interest in the determination.

If a determination is made that some or all of the records are disclosable, the notice must state the estimated date and time when the records will be made available.

If a determination is made that some or all the records are not disclosable, the notice must state the reasons why, and the name and title of the person making the determination. (Government Code §§ 6253, 6255)

### *Determining Whether Records May Be Released*

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When a request for a reasonably identifiable record is received, the Legal Office shall determine if the public record is exempt from disclosure. Public records must be disclosed unless exempt under Government Code §§ 6254, 6275 *et seq.*, or other applicable law.

## *Public Records Act Policy*

Disclosable public records are those which:

1. Relate to the public's business;
2. Do not meet one of the exceptions to disclosure; and
3. Are kept in the ordinary course of business.

Records maintained by CDFA are subject to numerous exemptions. Common exemptions are those that protect investigatory records, attorney-client privileged communications, trade secrets, and preliminary notes, drafts, and memoranda that are not retained by the agency in the ordinary course of business.

If a document should have been purged under the current Records Retention Schedule, but is present at the time of a request, the proper practice is to produce it, if it is not otherwise exempt. If in doubt, consult the Legal Office.

Additionally, records provided by outside sources that contain confidential information should be identified as such at the time it was provided to the Program by the original holder/supplier of the information, if possible. The supplier of confidential information may be notified of public records requests concerning such information. In limited situations, where the confidential nature of a record is in doubt, CDFA may advise the supplier of CDFA's intent to disclose and, as a courtesy, may give ten days for the supplier to obtain a court order.

If a supplier of records wishes the records returned, the supplier must request the return of such records *at the time the records are provided* to CDFA. Alternatively, at the time the records are provided to CDFA, the supplier may authorize their destruction by CDFA after they are no longer of use to CDFA. Requests for the return or destruction of records may not be made or granted to avoid producing the requested records pursuant to a PRA request.

Forms that are used for collecting confidential data should be designed so that any public information can be easily segregated from confidential information. Special care should be given to computer records which need to be properly formatted and secured.

Records that are exempt from public disclosure may be released to other governmental agencies that agree to treat the records as confidential and respect their protected status. The information so obtained by another governmental agency shall be used only for purposes that are consistent with existing law and shall be disclosed only to employees or officials of the agency who are authorized in writing by the head of the agency to obtain it. (Civil Code § 1798.24; Government Code § 6254.5(e))

Government agency requests for exempt records must be approved by the Legal Office and the Secretary.

## *Public Records Act Policy*

### *Fees*

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The Legal Office fees for producing hardcopies of records under the Act will include the direct costs of duplication in addition to postage. The fee for hardcopy records will be determined at the time of the request. If the records are copied to a CD, the requester will be charged the cost of the CD and postage.

The Legal Office may recover the ancillary costs of producing electronic copies of records (e.g., computer disks, tape, PDF, etc.) in two cases:

1. When it must produce a copy of an electronic record between regularly scheduled intervals of production, or
2. When compliance with the request for an electronic record would require data compilation, extraction, or programming to produce the record.

The Legal Office may exercise discretion in waiving or reducing the fees as it deems appropriate or when the combined total is \$5 or less.

### *Distribution*

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Distribution of this policy includes Executive staff, Division Directors, Branch Chiefs, Administrative Assistants, Executive Assistants, all office locations and District Agricultural Associations.

Questions regarding this policy may be directed to the Legal Office at (916) 654-1393.

**REFERENCE E**

**CDFA POLICIES**

**&**

**PROCEDURES**

**CDFA POLICIES AND PROCEDURES****(Adopted 5/27/26)**

- CDFA Policy# 1.2.1 – Controlled Substances and Alcohol Policy-May 2018
- CDFA Policy# 1.2.13 – Email and Internet Usage May 2016
- CDFA Policy# 1.2.15 – Electronic Mail Management Policy Jan 2009
- CDFA Policy# 1.2.7 – Incompatible Activities Policy June 2023
- CDFA Policy# 1.2.8 – Employee Oath of Allegiance and Declaration of Permission to Work March 2017
- CDFA Policy# 1.2.9 – Nepotism Policy May 2023
- CDFA Policy# 12.1.1 – Injury and Illness Prevention Program Policy Oct 2019
- CDFA Policy# 12.1.5 – Access to Employee Exposure & Medical Records Policy Jan 2021
- CDFA Policy# 12.1.7 – Heat Illness Prevention Program Policy Oct 2019
- CDFA Policy# 2.1.1 - The Discrimination and Harassment Prevention Policy
- CDFA Policy# 2.2.1 – Bilingual Services Program Policy Jan 2022
- CDFA Policy# 2.3.1 – Low Paying Classifications List 2023
- CDFA Policy# 2.3.1 – Technical Professional and Administrative Classification List April 2018
- CDFA Policy# 2.3.1 – Upward Mobility Program Policy April 2021
- CDFA Policy# 2.4.1 - The Reasonable Accommodation Policy
- CDFA Policy# 2.5.1 – Religious Accommodation Policy Oct 2023
- CDFA Policy# 2.6.1 - Pre-Employment Inquiries
- CDFA Policy# 5.1.1 – Attorney General Services Policy Feb 2018
- CDFA Policy# 2.8.1 - The Violence, Threats of Violence, Hostility, and Bullying Policy
- CDFA Policy# 5.2.1 – Administrative Services – Audit Office Policy May 2003
- CDFA Policy# 6.1.4 – Media Protection Policy Oct 2023
- CDFA Policy# 9.2.18 – Payment of Wages to Separated Employees Policy March 2018
- CDFA Policy# 9.3.4 – Out-of-Class Policy Sept 2021
- CDFA Policy# 9.4.3 – Vacation and Annual Leave Accumulations Policy Oct 2023
- CDFA Policy# 9.5.11 – Telework Policy May 2022
- CDFA Policy# 9.6.1 – Statement of Economic Interests – Form 700 Policy Jan 2022
- CDFA Policy# 9.7.1 – Performance Appraisals and Individual Development Plans Policy Nov 2023
- CDFA Policy# 9.7.3 – Training Policy July 2022
- CDFA Policy# 9.7.4 – Training and Development Assignments July 2023
- CDFA Policy# 9.7.5 – Leadership Training and Development Policy Nov 2020

**REFERENCE F**

**NAMING RIGHTS  
POLICY**

VENTURA COUNTY FAIRGROUNDS  
31<sup>ST</sup> DISTRICT AGRICULTURAL ASSOCIATION (DAA)  
FAIRGROUND PROPERTIES AND FACILITIES

**Article I – Purpose**

The purpose of this policy is to establish a formal and consistent process for naming fairground properties and facilities in recognition of sponsorships that provide meaningful financial support to the 31<sup>st</sup> DAA. This policy aims to ensure transparency, fairness, and alignment with the Fairground’s mission and values.

**Article II – Proposal and Approval Process**

**Section 1. Submission of Proposals**

No commitment regarding naming rights shall be made to any sponsor prior to the approval of a formal written proposal. All proposals must be submitted in writing and maintained in the permanent records of the 31<sup>st</sup> DAA.

**Section 2. Evaluation Criteria**

Each naming proposal shall be considered individually based on its businesses and individuals in good standing in the community and alignment with long- and short-term Fairground goals. Proposals shall not be approved solely based on financial targets.

The Standing Committee referred to in Article II, Section 4, may consult with others, including DAAs, to seek advice and recommendations about the proposal.

**Section 3. Proposal Requirements**

Each proposal must include:

- a. A comprehensive analysis in relation to this policy and associated guidelines
- b. A financial review of the proposed sponsorship

**Section 4. Review Committee**

A standing committee appointed by the Ventura County Fair Board President shall be responsible for reviewing naming proposals. This committee shall include the two Ventura County Fair Board members from the Standing Naming Committee, 31<sup>st</sup> DAA CEO, and the Foundation Chairman, who will be a non-voting member. Relevant Fair staff may attend meetings as necessary for input and recordkeeping. All meetings must be noticed at least 10 days in advance pursuant to Bagley Keene Open Meeting rules.

When a proposal is submitted by the Foundation or other sources, the Standing Committee will discuss and review it and then forward it to the Fair Board of Directors for discussion and possible action.

### Section 5. CDFA / Legal Review

Before entering into a sponsorship agreement, the proposal shall be reviewed by CDFA and/or Legal counsel. The DAA shall prepare a memorandum outlining the value, duration, physical impact, and benefit of the sponsorship proposal to the DAA and the State. Draft agreements and the memorandum shall be submitted to the assigned Fairs & Expositions Resource Coordinator, who may escalate the review to the Legal office. Final CDFA approval must be obtained and kept on file before executing the agreement.

## **Article III – Naming Terms and Conditions**

### Section 1. Duration and Payment

Naming rights shall be granted for a term of three (3) to five (5) years, with possible extensions upon approval by CDFA and the Board of Directors. Payment as agreed upon for the term must be received prior to the installation of signage.

### Section 2. Facility Changes and Renaming

If a named facility is replaced, substantially renovated, or repurposed, the naming rights may be reassigned per the terms of the prior agreements. In cases of gross misconduct by a sponsor or the end of the naming contract, the structure may be renamed. Historical recognition of prior sponsorship may be maintained in or near the facility as appropriate.

### Section 3. Sponsor Identification

If a facility is named after a sponsor, the legal or preferred name may be used. Informal references and signage may include the sponsor's last name only.

## **Article IV – Financial Provisions**

### Section 1. Capital Improvement Account

All sponsorship funds received from the Foundation or other sources, once transferred to the 31<sup>st</sup> DAA, shall be directed to a Capital Improvement Account prior to the start of any administrative work. Account must be tracked in sufficient detail to know how much has been contributed, to what it was designated (if anything), and how much is available for upcoming projects.

### Section 2. Sponsorship Categories

A minimum of \$25,000 shall define a "Large Sponsorship," corresponding to the value of the property or facility. Smaller or combined sponsorships may be accepted if they fully cover administrative and installation costs.

### Section 3. Recognition and Signage

Recognition may include modest, logo-free plaques in public spaces. Naming based on pledges is conditional on receipt of full payment.

## **Article V – Changed Circumstances**

### Section 1. Review of Use Changes

If the Fairground proposes to change the use of a named facility, the original sponsorship agreement must be reviewed for consistency. CDFA and/or Legal counsel must be consulted if inconsistencies arise.

### Section 2. Public Trust

If circumstances change such that continued use of a name compromises public trust, the Board may consult with CDFA and/or Legal counsel to determine appropriate action, including potential renaming.

## **Article VI – Accounting and Fund Administration**

### Section 1. Dedicated Account

A written agreement must define the share of administrative costs to be withheld before fund disbursement.

### Section 2. Disbursement Policy

No naming rights or signage shall be granted without receipt of a substantial deposit which would include the first year plus all expenses like signage and administrative costs, to be negotiated over the length of the contract.

### Section 3. Sponsor Influence

Sponsors shall have no authority over the allocation of use of sponsorship funds.

## Standard Agreements

CONTRACT NO.	CONTRACTOR NAME	PURPOSE	AMOUNT
26-054	Zeitgeist Oktoberfest Band	Grounds Entertainment Oktoberfest	\$ 3,500.00
26-071	Hazelnuss DasMusic	Grounds Entertainment	\$ 4,400.00
26-078	Festmiester und Die Sauerkrauts	Grounds Entertainment Oktoberfest	\$ 10,200.00
26-080	Black Canyon Band	Grounds Entertainment (Garden Stage)	\$ 600.00
26-081	Holgers Heros	Grounds Entertainment	\$ 750.00
26-082	Frank Barajas	Grounds Entertainment	\$ 300.00
26-083	The Way Band	Grounds Entertainment	\$ 600.00
26-084	Sea Hunters	Grounds Entertainment	\$ 450.00
26-086	City of Ventura PD	Police Services	NTE \$315,000.00
26-087	The Half Steps	Grounds Entertainment	\$ 1,000.00
26-088	Surfer Joe Band	Grounds Entertainment	\$ 900.00
26-089	Black Canyon Band	Grounds Entertainment	\$ 600.00
26-090	Scooter's BBQ & Catering	Auction Lunch Catering	NTE \$20,000.00
26-091	Kelly Bishop	Auction Book Designer	\$ 2,000.00
26-092	Jim Settle	Auction Auctioneer	\$ 2,000.00
26-093	Jeff Campbell	Production Manager	\$ 9,500.00
26-094	Vinyl Gypsies	Grounds Entertainment	\$ 1,700.00
26-095	Sandpipers	Grounds Entertainment	\$ 500.00
26-096	The Half Steps	Grounds Entertainment	\$ 1,500.00
26-097	Blue Pacific Event Services	Oktoberfest Admissions & Auditing	\$ 4,900.00
26-099	Linda Wolf	Equestrian Center Event Manager	\$ 3,500.00
26-100	Valdivia Marketing Group	GrandStand Entertainment	NTE \$90,000.00

## Rental Agreements Non-Fair

NO.	CONTRACTOR NAME	PURPOSE	AMOUNT	DATE/EVENT	LOCATION
26-064	Projekt Studio	Music Video	\$ 57,903.00	04/28/26 - 04/30/26	Arena, Santa Cruz Hall, Large Livestock, 100 Barns.
26-065	Tidal Tumble	HighTide Robotics	\$ 11,883.00	10/16/26 - 10/18/26	San Miguel Hall, Anacapa
26-066	Giant Shows, Inc.	Train Show	\$ 13,010.00	12/19/26 - 12/20/26	San Miguel Hall, Anacapa
26-067	Lucky Penny Cat Show	Cat Show	\$ 4,006.00	11/7/2026	San Nicholas Hall
26-068	Lorraine Padilla	Memorial	\$ 1,787.00	5/1/2026	Santa Rosa Hall
26-069	Central Valley Reptile Expo	Reptile show	\$ 13,652.00	11/07/26 - 11/08/26	San Miguel Hall, Anacapa

## Concessions Agreements

<b>Contract #</b>	<b>Company</b>	<b>Fee</b>
26-023	The Mad Tea Library	\$2,750.00
26-041	OG Images	\$4,050.00
26-043	JK Dots/Leap of Faith	\$2000/25% Gross Sales
26-052	Bath Fitter	\$1,550.00
26-082	Primo Brands	In-Kind 2 pallets of water
26-097	VC Workforce Development Board	\$300.00
26-117	Rose N' Rodeo	\$675.00
26-119	Sensation Enterprises	\$1,500.00
26-120	ZEBA Jewelry	\$1,350.00
26-121	E-Rod Sports	\$2,970.00
26-122	Ocean Psychic	\$2,970.00
26-123	Candle Tales	\$1,350.00
26-124	Corn with Slime	\$1,485.00
26-125	VC Workforce Development Board VAN	\$150.00
26-126	Renewal by Andersen	\$1,300.00
26-127	FPA Women's Health	\$130.00
26-128	Fairtime Pickles	\$2,800.00
26-129	Annalite Paints	\$400.00
26-130	AAA	\$1,350.00
26-131	H.I.S.C., INC.	\$3,000.00
26-132	March Crochets	\$1,200.00

## Concessions Agreements

26-133	Yolo Holdings	\$1,500.00
26-135	Redfern Enterprises Inc.	\$2,700.00
26-137	MK Concessions - Grinders	\$2000/25% Gross Sales
26-138	MK Concessions - Pineapple Grill	\$2000/25% Gross Sales
26-139	Rock's Concessions - Boba King	\$2000/25% Gross Sales
26-140	Coastal Spa Warehouse	\$5,000.00
26-141	Honeyshine Calendula	\$1,750.00
26-142	Mi Amor Vintage & Décor	\$3,000.00
26-143	Access Central Coast	\$55.00
26-144	HDS Fair Co.	\$2000/25% Gross Sales
26-145	Needham Concessions - Smokehouse BBQ	\$2000/25% Gross Sales
26-146	Needham Concessions - Dole Whip	\$2000/25% Gross Sales
26-147	Needham Concessions - Giant Cone	\$2000/25% Gross Sales
26-148	Needham Concessions - Lemonade	\$2000/25% Gross Sales
26-149	Needham Concessions - Ice Cream & Donuts	\$2000/25% Gross Sales
26-150	Needham Concessions - Gelato	\$2000/25% Gross Sales
26-151	West Coast Weenies - Grand Burger	\$2000/25% Gross Sales
26-152	West Coast Weenies - Papa Gino's & Wings	\$2000/25% Gross Sales
26-153	Vic Marcus Inc. - All Beef	\$2000/25% Gross Sales
26-154	Vic Marcus Inc. - Chicago Style	\$2000/25% Gross Sales
26-155	The Dough Show	\$2000/25% Gross Sales
26-156	Timbo's Beef Jerky	\$2000/25% Gross Sales

## Concessions Agreements

26-157	PHD & ME Pretzel	\$2000/25% Gross Sales
26-158	Brian's Concessions - Baked Potato	\$2000/25% Gross Sales
26-159	Country Fair Cinnamon Rolls	\$2000/25% Gross Sales
26-160	DNS Events Inc. - Lemoine Creperie	\$2000/25% Gross Sales
26-161	Giant Ice Cream Cone	\$2000/25% Gross Sales
26-162	Golden West Concessions - Wood Pit BBQ	\$2000/25% Gross Sales
26-163	Golden West Concessions - Spiral Fry	\$2000/25% Gross Sales
26-164	M Cagle Concessions - Mackinac Island Fudge	\$2000/25% Gross Sales
26-165	M Cagle Concessions - Mackinac Island Fudge Trailer	\$2000/25% Gross Sales
26-166	3B Concessions - Cilantros	\$2000/25% Gross Sales
26-167	3B Concessions - Cowboy Burger	\$2000/20% Gross Sales
26-169	BJ Concessions - Greek Gyro	\$2000/25% Gross Sales
26-170	BJ Concessions - Sunset Grill	\$2000/25% Gross Sales
26-171	BJ Concessions - International Breads	\$2000/25% Gross Sales
26-172	Rainbow Bridge Enterprises - Funnel of Love	\$2000/25% Gross Sales
26-174	JP's Old West Cinnamon Rolls #1	\$2000/25% Gross Sales
26-175	JP's Old West Cinnamon Rolls #2	\$2000/25% Gross Sales
26-176	JP's The Original Bratwurst	\$2000/25% Gross Sales

## **May CEO Report**

### **Surfers Point Managed Retreat Project**

This project remains ongoing. The surf check curbs have been painted and the signage has been installed, resulting in a slight improvement in beach parking revenues. Several items still require completion, including the relocation of the bike lockers and repairs to the bioswale. We have followed up again with the City of Ventura to request an updated project status.

In addition, the Coastal Commission amendment application has been submitted, and we are currently awaiting a response.

### **Grants**

I continue working with Ms. Wynegar on the State Coastal Conservancy (SCC) Climate Bond Grant. We have a meeting scheduled for next week with the South Coast Regional Manager to review the technical proposal application before submitting.

### **Trainings**

Earlier this month, I attended the final CDFG Collaborative meeting of the year. Discussion topics included the statewide travel program, state-owned leasing and development opportunities, Cal Fire base camps, pre-positioned emergency response equipment, and the supplemental pension payment loan program.

I also have an upcoming meeting with a representative from Alpha Group, an organization that partners with various agencies to strategically position emergency equipment at facilities throughout the state for rapid deployment during emergencies. This presents a potential revenue generating opportunity for the Fairgrounds, as the organization would compensate us for storing the equipment on-site while also providing access to the equipment for our own operational and emergency response needs.

### **2026 Fair**

I have finalized the grandstand entertainment lineup for this year's Fair. Securing talent this year has especially been challenging due to rising artist costs, as well as routing and radius restrictions, but the lineup is now complete and public announcements have begun.

I continue to work closely with Mr. Helm on programming and planning for the new carnival this year. We will soon be launching a marketing campaign focused on highlighting the expanded carnival experience, with ticket sales scheduled to go live on June 1.

In preparation for the Fair, we continue to hold weekly Fair Planning Meetings to ensure all operational areas remain on schedule and aligned. These meetings cover a wide range of logistics, including site layouts, credentials, signage, staffing, rentals, and other key operational components. Planning an event of this scale requires significant coordination and precise timing, and these meetings have proven to be extremely valuable in maintaining communication and keeping preparations moving forward efficiently.

Our annual Hire Day is scheduled for June 13 from 8 a.m. to 2 p.m. in the Santa Cruz Hall. Recruitment efforts will focus primarily on maintenance, parking, and security positions. With the transition to a core carnival operation this year, Mr. Helm will be providing his own carnival staffing, which significantly reduces the number of admissions staff needed. As a result, many admissions personnel will be returning employees, limiting the need for additional hiring in that department.

Box seat invitation letters will go out the end of this week and are due back June 15.

Karen and I will be working on finalizing the Director's information for Fair and will email that out soon.

### **Projects**

I continue to work with Mr. Slay from California Construction Authority (CCA) on the asphalt repair project. Mr. Slay did develop a recommended preliminary budget based on the scope of work discussion we had during our site walk. I am waiting to hear back from him as to when the bid will be going out. The timeline is getting shorter, but my goal was to try and have the carnival lot done before the Fair.

### **Policy Changes**

I have been working with the Policy Manual Ad Hoc Committee to review and develop the proposed policy revisions that were recently distributed to you all. These proposed changes will be presented for consideration and approval at next week's meeting.

### **LA County Fair**

I attended the LA County Fair along with several members of the Ventura County Fair family, including President Ceja, Vice President Martinez, Director Long, Ms. Johnson, Ms. Inez, and members of the Junior Fair Board. While our two fairs differ in many ways, it is always valuable to visit and observe other events of this scale. These opportunities provide insight into new ideas, operational approaches, and successful programs that may be adapted and implemented to enhance the Ventura County Fair experience.

## **Sandy Fire**

As I previously informed you, we were recently activated as a large animal evacuation site. Animal Control personnel were onsite managing the intake process, and they were highly complementary of our support efforts and the upgraded horse stalls (thank you to the Foundation) that helped ensure the animals' safety and well-being.

This incident further demonstrates the critical role our fairgrounds continues to play during emergencies and highlights the importance of this facility to our community. I will continue reinforcing that message whenever possible, and I encourage all of you, as I'm sure you already do, to do the same.

## **July Board Meeting**

I will keep this in my report as a reminder: Due to the July board meeting falling on the day prior to the Fair, and with approval from President Ceja, the meeting has been rescheduled to July 21<sup>st</sup>.

## **Exhibits Report**

Emilee Inez

- **Entry Guides:** The entry guide is live and entries are trickling in. Based on the past couple of years, we are right on track.
- **Future of Agriculture Barn:** I launched the profiles section of the barn. The Foundation was very excited when I spoke to them about the program.
- **Large Livestock:** We are preparing for the Swine, Lamb, and Goat tag ins. We had 77 steers tag in in April.
- **Exhibitor Recruitment:** I created a card for potential exhibitors, which leads them directly to the exhibits page on our website. The cards were recently featured by WFA during Fairgrounds Appreciation Month as innovation in the industry!
- **Junior Fair Board:** 11 members of the Junior Fair Board traveled to the LA County Fair in May. We had an amazing time getting ideas, comparing the two fairs, and enjoying Fair foods!

## Concessions Report

Madalyn Johnson

- Concessions is working closely with 68 Food vendors. From turkey legs and ribs to aguas frescas and gelato shakes to shepherd them all through the Health Department and get their deposits collected.
- In ArtWalk n Shop we have added a reading guide/ book vendor who sells gently used books that you can try out in the large booth for readers of all ages.
- I am coordinating the strike and set-up dates for the rentals on grounds and in the arena with Jason.
- I am booking Oktoberfest vendors for the commercial building and all down main street so we can have very full and active areas for 2026.
- Eryn and I are confirming more than 23 community groups that will be all over the fairgrounds including accessibility specialists, law enforcement, senior concerns, girls flag football, and more.
- Here are some new food and beverage (N/A) items for Fair 2026 from our food partners:
  - Tangulu fruit on a stick
  - Sushi pops
  - Tiramisu cinnamon roll
  - Gluten free bar cookies and protein balls
  - Cheezy hot pastrami french fries
  - Boba tea in 10 flavors
  - Buffalo chicken ranch grilled cheese
  - Mini chocolate chip and sugar cookies in a family beach pail – made fresh daily at VCF
  - Pulled pork grilled cheese
  - Vegan udon broth
  - Maple bourbon pickles
  - Aqua frescas with fresh tropical fruit and tajin and lime rim
  - Udon noodle bowls
  - Avocado empanadas
  - Authentic corn burritos
  - Beef birria ramen
  - Teriyaki chicken french fries
  - Seasoned cream cheese on a stick with sweet chili sauce
  - Spam fries
  - Double polish sausage corn dog
  - Gluten free blondies and brownies

## **Sales Report**

Sara Gutierrez

Sales Office Report 04/12/2026 – 05/05/2026

As we moved through the month of April and into May we celebrated the successful ending of the Marinelli Brothers Circus. This was not their first time with us and the community loved the show. Swap meets continued weekly on Wednesday with no weather issues this last month.

Spirit of Japan came back for the second year with some amazing foods. They took the opportunity to adjust their layout so that there was more room for lines. Many booths ended up selling out of food both Saturday and Sunday. Their VIP/Sake tasting area was a hit showing the versatility in the beverage. Overall, a lovely family fun weekend.

Left Coast Scale Classics was a first-time event with us here and had a lovely turn out. They had RC racing, Models galore and are already looking to secure a date for 2027. The Parkinson Foundation had their annual Moving day, 7<sup>th</sup> year with us and 2<sup>nd</sup> year at the front lot. They love that location and it is a great cause to support.

Moving into the world of Raceway we sadly were rained out of one race this past month and one night that was a planned off. On the flipside of that we had American Flat Track Motorcycles which the community absolutely loved evident by the fact that they sold out of tickets.

At the end of April, we had the opportunity to have Chris Brown, who has won over 200 prestigious music awards, shoot his music video in the arena and other areas of the fairgrounds. The team's goal was to give the video a Mad Max feeling which was increased by his team up with Nitro Circus. The athletes will be seen doing high flying tricks behind him with pyro as he performed.

West Coast Sport Fishing Expo and Melee Megabowl finished that week and month off strong. The trout pond at West Coast Fishing Expo was a hit per usual and the uniqueness of the Melee Megabowl drew quite a crowd. I connected the event manager with Madalyn in hopes that they will join us for our Octoberfest.

Event Stats:

### **Spirit of Japan – 04/18/26 – 04/19/26 (San Miguel & Main St.)**

- Rental Invoice - \$17,957

- Open to the public

**AMA Flat Track Racing – 04/25/26**

- Rental Invoice - \$2,858
- Parking Split Approx. - \$7,730
- Public event

**Left Coast Scale Classic– 04/25/2026 (San Miguel)**

- Rental Invoice - \$4,871.90
- Public event

**Moving Day – 04/25/26 (Lot A)**

- Rental Invoice- \$3,845.48
- Public event

**Projekt Studio- 04/28/26 – 04/30/26 (Arena, Santa Cruz, Large Livestock and 100 Barns)**

- Rental Invoice - \$57,903
- Private music video shoot

**Lorraine Padilla- 05/01/26 (Santa Rosa)**

- Rental Invoice - \$1,787
- Private Memorial.

**West Coast Fishing Expo- 05/02/26 – 05/03/26 (San Miguel & Anacapa)**

- Rental Invoice - \$18,415
- Public event

**Ventura Melee Megabowl- 05/03/26 (Morgan Arena)**

- Rental Invoice - \$2,455.52
- Public event

**Upcoming Events:**

- Strawberry Festival
- Latino Business Expo
- Summerfest Dog Show
- Gold Coast Gem Show
- Seaside Tattoo Show
- NAWCC Watch & Clock

**Maintenance Report**

Gerry Duran and Jennifer Lindsay

**Current Projects:**

**Completion Date**

- |  |           |
|--|-----------|
| • Clean rain gutters on large livestock barn                       | 6/15/2026 |
| • Anacapa side eave project  | 6/15/2026 |
| • Casino/ Lot C landscaping project                                | 7/1/2026  |
| • San Miguel side eave project                                     | 7/1/2026  |
| • Wood repair on corner of Pro Arts building                       | 7/1/2026  |
| • Build new portable light pole                                    | 7/15/2026 |
| • Build new portable flag pole for Morgan Arena/ various locations | 7/15/2026 |
| • Finish palm tree trimming around grounds                         | Ongoing   |

**Upcoming Projects:**

- |                      |               |
|----------------------|---------------|
| • Fair Prep and fair | 7/1-8/15/2026 |
|----------------------|---------------|