



# 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

**Tuesday, June 23<sup>rd</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**



- VI. Meeting Minutes (discussion and/or approval)**
  - A. May 27<sup>th</sup>, 2026 Board Meeting Minutes
  
- VII. Financial Reports (discussion and/or approval)**
  - A. Financials ending April 30<sup>th</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. 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, 1-4, are approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.**
  - A. Agreements
    - 1. Standard Agreements
    - 2. Rental Agreements – Interim
    - 3. Concession Agreements
    - 4. Judges Agreements
  
- XII. CEO Report**
  
- XIII. Presidents Report**
  
- XIV. Director's Comments**
  
- XV. Future Agenda Items**
  
- XVI. Closed Session**

Pursuant to Government Code (GC) section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:

  - A. Pending Litigation - Govt. code 11126(e)(2)
  - B. Real Estate Negotiations – Govt. code 11126(c)(7)
  
- 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

**Wednesday, May 27<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, Miriam Mack, and Dan Long.

**Absent:** Leslie Cornejo and Shanté Morgan-Carter.

**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:** None

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

## II. Pledge of Allegiance

Director Chess led all present in the Pledge of Allegiance.

## III. Welcome and Introduction of Guests

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

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

There were no public comments.

## V. Presentations

### A. Youth Poster Unveiling

- CEO Ortiz explained that the youth poster unveiling has historically been the kick off to Fair. It really showcases the talent of our youth in the county. There were approximately 300 entries which were up from last year. There were about twenty judges including community partners like Ms. Caldwell who is the CEO of the Chamber of Ventura, representatives from the Ventura County Supervisor's Office, members of Ventura Coast and President Ceja.

- Miss Inez announced the winners of the youth poster contest. She introduced the third-place winner, Simon Shapiro, a sixth grader at Sinaloa Middle School. Mika Sanchez was the second-place winner, a tenth grader at St. Augustin Academy. The first-place winner was Annalise Cheng, a ninth grader from Camarillo.
- Ms. Hook shared that the poster artwork will be used for fair merchandise and advertising.

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

A. April 28<sup>th</sup>, 2026 Board Meeting Minutes

**MOTION:** To approve the April 28<sup>th</sup>, 2026 Board Meeting minutes.

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

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

A. Financials ending March 31<sup>st</sup>, 2026.

**MOTION:** To approve Financials ending March 31<sup>st</sup>, 2026.

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

**VIII. New Business**

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

Director Long asked President Ceja if discussion regarding the policy manual can be tabled until next month’s board meeting to address the various questions received by directors. President Ceja approved postponing the discussion until the June Board meeting.

**IX. Old Business**

A. Surfer’s Point Update

CEO Ortiz shared that the city painted the surf check points green, and the necessary signage has been posted. An updated revenue report for the parking lot will be shared at next month's meeting.

B. Derby Club – Update from the Ad Hoc Committee

Director Mack and Vice President Martinez met with CEO Ortiz and Mr. Amelio for a committee meeting to review information about the Derby Club building's capabilities. They have asked staff to gather preliminary estimates for building improvements as well as revenue from when fair staff previously managed the building. The ad-hoc committee will meet with staff again to craft recommendations from the information provided.

C. 2026 Fair Update

CEO Ortiz shared the success of the pre-sale ticket sales that commenced on May 1. The first season pass promotion exceeded numbers from the promotions last year. This year's fair will feature approximately 8 to 10 additional rides compared to last year. Mr. Helm is currently working on erecting a two-story carousel in Cub Country.

Megan Hook – Marketing and Sponsorships

Ms. Hook shared that the five-day season pass promotion has exceeded units sold during last year's season pass promotion. Wristbands for carnival will be available to purchase beginning June 1. Efforts to spread the word on the clear bag policy continue, as it's been posted across various pages on the fair's website, included in newsletters, and ticketing checkout and confirmation pages. Ms. Hook announced a sponsorship with McDonald's, where tickets to the fair will be available to purchase at the 17 restaurant locations across Ventura County. In the coming weeks, there will also be cross-promotional opportunities for the public to purchase Oktoberfest tickets when purchasing fair admission tickets.

Madalyn Johnson – Concessions, Commercial and Community Manager

Ms. Johnson highlighted the artists who will be featured as commercial vendors during the fair this year. Three local pet vendors are currently booked for the fair, one of which will feature dog-friendly charcuterie boards. She also expressed her excitement to work with local Ventura County breweries.

Emilee Inez - Exhibits Supervisor

Day of entries will be introduced within the youth building this year, as parents have expressed interest in this in the past. The profiles section of the Future of Agriculture Barn will feature mostly people from within the fair community who have experience in the agriculture industry. Ms. Inez shared the success of utilizing exhibit specific business cards for exhibitor recruitment. This idea was recently featured by WFA during Fairgrounds Appreciation Month as an innovation in the industry, along with the use of the iPad system used in the livestock department.

Jason Amelio – Arena and VIP Manager

Mr. Amelio shared there won't be much to report on the arena until building and staging gets underway. There will be a portion of security staff that will be directly employed by the fair, which should result in significant cost savings. Mr. Amelio is working with the maintenance department to increase communication during event transitions. Hiring Day will be taking place on Saturday, June 13 at Santa Cruz Hall, where we hope to hire about 100 people.

**X. Board Correspondence**

CEO Ortiz shared an email from a community member describing how the fair has positively impacted her life and introduced her to the world of agriculture.

**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.

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

**XII. CEO Report**

- CEO Ortiz met with a grant writer and the regional director for the State Coastal Conservancy regarding the Climate Bond Grant application. They will be working on restructuring that application for 2027, as 2026 grants have been allocated.
- She is meeting with the Alpha Group, which is a company that works with government agencies to provide mission critical infrastructure services. This would be a potential revenue stream as they would pay the fairgrounds a monthly rental fee to pre-position emergency equipment on grounds.

**XIII. President's Report**

- President Ceja shared exhibits that stood out at the LA County Fair: America's Great Outdoors, car show groups, non-profits, and pop-up performances. He believes fire

education and a sensory friendly family space could be interesting to include in future fairs.

- He looks forward to attending more fairs in Southern California.

#### **XIV. Director's Comments**

Vice President Martinez

- Vice President Martinez referenced the county parade featured at the LA County Fair, which included various county agencies. She expressed her willingness to assist in engaging agencies should the fairgrounds consider a similar concept in the future.
- She was also impressed by LA County Fair's focus on disability access.

Director Mack

- Director Mack expressed her appreciation for the staff.
- The History Ad Hoc Committee will provide recommendations to CEO Ortiz regarding the recognition of Orpha Foster following the fair.

Director Chess

- Director Chess expressed that she is blown away by fair staff's hard work.
- She echoed how pertinent it would be to include fire education at fair.

Director Lacayo

- Director Lacayo stated that she is proud of the staff for the work they have accomplished and is looking forward to the fair.
- She gave Ms. Inez kudos for being recognized by WFA.

Director Long

- Director Long said that he is proud and amazed by the work staff does to make the fair as successful as it is.
- He invited Alex Mangone of the Ventura City Council to say a few words.
- Mr. Mangone stated that he is looking forward to the fair and has noticed an increase in public communication regarding fair events.

#### **XV. Future Agenda Items – None**

#### **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 10:05 a.m.

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

President Ceja reconvened at 11:06 a.m. There was no reportable action taken during closed session.

**XVIII. Adjourn**

The meeting was adjourned at 11:07 a.m.

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

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

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

# Special 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

**Monday, June 15<sup>th</sup>, 2026 at 9:00 a.m.**  
**Ventura County Fairgrounds – Administration Conference Room**

To join remotely:

Join: <https://teams.microsoft.com/meet/286598386871125?p=zOFToKHsXvMEASPO19>

Meeting ID: 286 598 386 871 125

Passcode: MT9Go3va

## I. Call to Order

### Roll Call

### Declaration of Recusal or Conflict of Interest

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

**Directors present:** President, Guillermo Rodriguez Ceja Jr., Vice President, Gloria Martinez, Leah Lacayo, Dan Long, Miriam Mack, and Shanté Morgan-Carter.

**Absent:** Leslie Cornejo and Betsy Chess.

**Staff present:** Heidi Ortiz, CEO, Jason Amelio, Deputy Manager, and Karen Pineda, Executive Assistant.

**Guests Present:** None

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

## II. Public Comment on Items Not on the Agenda

There were no public comments.

## III. Vote for/approve needed for special meeting.

**MOTION:** Board of Directors approval to hold this special meeting.

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

**IV. Pursuant to Government Code (GC) § 11125.3, the Board is authorized to meet and conduct a Special Board Meeting, under 48-hour notice.**

**V. NEW BUSINESS: Discussion/ approval of Pipe Failure under Carnival Lot.**

- CEO Ortiz shared that this issue came to the staff’s attention during the cleaning and sanitization of the pipelines after an interim event had dumped their RV waste.
- Mr. Amelio expressed concern about the heavy weight of the carnival rides on the lot. The storm drainpipes and catch basins would need to be replaced.
- California Construction Authority and civil engineer, Devan Dagley, were brought in to do an assessment of the pipes under the lot and will take this on as an emergency project if approved by the board.
- CEO Ortiz confirmed that time is of the essence for this special project as fair is around the corner. Approval of the board is required by CCA to collect quotes from appropriate companies.
- Mr. Amelio confirmed that the lines under the carnival lot do not intersect with power, gas, and sewer lines.

**MOTION:** To approve this as an emergency project, allowing fairgrounds management to work with CCA to move forward with the process.

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

**VI. Adjourn**

The meeting was adjourned at 9:33 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**  
**April 30, 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	4/30/2026	various	945,293
State (Local/Base) Allocation(s) (F&E)	4/30/2026	31200	-
Training Allocation & Other Fiscal & Admin Assistance (F&E)	4/30/2026	31300	-
Capital Project Reimbursement Funds	4/30/2026	31900	20,560
One-time Revenue Sources (fire camp, sale of property)	4/30/2026	32500	3,444
Contributions from Other Gov't (non-F&E) Sources	4/30/2026	33000	-
Other (e.g. Flex Capital)	4/30/2026	34000	-
TOTAL RESOURCES ACQUIRED			969,296
<b>RESOURCES APPLIED:</b>			
Operating Expenditures	4/30/2026	various	1,733,155
Depreciation Expense	4/30/2026	90000	80,381
Pension Expense	4/30/2026	96000	-
OPEB Expense	4/30/2026	96100	-
TOTAL RESOURCES APPLIED			1,813,536
<b>INCREASE/(DECREASE) IN NET RESOURCES DURING THE YEAR</b>			
			(844,240)
<b>TOTAL NET RESOURCES, Ending</b>			
Net Resources-Unrestricted	4/30/2026	29100	3,161,546
Unrestricted Net Position - Pension/OPEB	4/30/2026	29400	(1,320,902)
Net Resources-Restricted	4/30/2026	29300	-
Net Resources-Capital Assets, Less Related Debt	4/30/2026	29000	5,523,527
TOTAL NET RESOURCES, Ending			<b>\$ 7,364,172</b>
Unrestricted Reserve Percentage			182.42%

**31st DAA, Ventura County Fair**  
**Statement of Net Position**  
**April 30, 2026**

**ASSETS**

**CURRENT ASSETS**

Cash - Unrestricted	4,355,685
Cash - Junior Livestock Auction	289,429
Accounts Receivable, Net of Allowance for Doubtful	749,511
JLA Accounts Receivables, Net of Allowance for Doubtful	48,912
Deferred Expenses	129,337
<b>TOTAL CURRENT ASSETS</b>	<b>5,572,875</b>

**FIXED ASSETS**

Land	282,915
Construction in Progress	1,842,606
Buildings & Improvements, Net of Accumulated Depreciation	3,232,858
Equipment, Net of Accumulated Depreciation	165,148
<b>TOTAL FIXED ASSETS</b>	<b>5,523,527</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**

**\$ 11,913,918**

**LIABILITIES & NET RESOURCES**

**LIABILITIES**

Special Event Insurance	-
Accounts Payable	298,201
JLA Accounts Payable	-
Sales Tax Payable	-
Payroll Liabilities	84,565
Drug Fees	-
Deferred Revenue	416,533
Guaranteed Deposits	125,072
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>3,645,691</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	834,347
Net Resoures - Unrestricted	\$3,161,546
Unrestricted Net Position - Pension/OPEB	(1,320,902)
Net Resources - Restricted	-
Net Resoures - Capital Assets, Less Related Debt	\$5,523,527
<b>TOTAL NET RESOURCES</b>	<b>8,198,519</b>

**TOTAL LIABILITIES & NET RESOURCES**

**\$ 11,913,918**

**31st DAA, Ventura County Fair**  
**Cash & Cash Equivalents**  
**April 30, 2026**

**CURRENT CASH**

Petty Cash	186.76	
Total Petty Cash		\$186.76
Changefund	0.00	
Changfund - Parking	6,009.95	
Total Changefund Cash		\$6,009.95
Cash - Operating BOFA#0920	963,551.32	
Cash - Operating MB#5168	1,668,278.47	
Total Operating Cash		\$2,631,829.79
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	8,192.69	
Total Payroll Cash		\$12,615.46
Cash - Savings	0.00	
Cash - Savings MB#5192	1,646,074.27	
Total Savings Cash		\$1,646,074.27
Cash - LAIF #13-56-001	45,379.71	
Total LAIF Cash		\$45,379.71
Cash - JLA BOFA#3469	12,280.82	
Cash - JLA MB#1471	277,148.02	
Total JLA Cash		\$289,428.84
<b>TOTAL CASH</b>		<b>\$4,645,114</b>

**CURRENT ACCOUNTS RECEIVABLES**

Accounts Receivable	757,899.69	
Allowance for Doubtful Account	(8,646.75)	
Employee AR	257.98	
Total Net General Accounts Receivables		\$749,510.92
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>\$798,423</b>

<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>		<b>\$5,443,538</b>
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# 31st DAA, Ventura County Fair

## Income Statement

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/2025	Current YTD 4/30/26	Budget 2026	Balance of Budget	% Used 2026
<b>OPERATING REVENUES:</b>							
Admission Revenues	ADMIS	2,886,963	249,122	-	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	5,023	2,925	1,165,200	1,162,275	0%
Exhibit Revenues	EXREV	98,885	555	-	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	413,230	10,229	1,753,072	1,742,843	1%
Facility Sales - Interim Revenues	INTRE	2,639,944	648,965	843,656	2,558,128	1,714,472	33%
Satellite Wagering Revenues	SWREV	237,273	96,324	67,001	226,235	159,234	30%
Prior Year Revenue	PYREV	46,995	7,394	2,708	-	(2,708)	0%
Other Revenues	OTREV	71,076	12,738	18,774	68,962	50,188	27%
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 14,273,555</b>	<b>\$ 1,433,352</b>	<b>\$ 945,293</b>	<b>\$ 11,995,072</b>	<b>\$ 11,049,779</b>	<b>8%</b>
<b>OPERATING EXPENDITURES:</b>							
Administration Expenses	ADEXP	1,300,155	405,010	408,507	1,520,857	1,112,350	27%
Maintenance Expenses	MNEXP	2,501,803	801,242	985,276	2,953,195	1,967,919	33%
Publicity Expenses	PBEXP	247,547	3,138	20,997	359,896	338,899	6%
Concession Expenses	CSEXP	177,487	44,362	49,315	222,951	173,636	22%
Attendance Expenses	ATEXP	3,717,008	237	8,000	1,262,642	1,254,642	1%
Premium Expenses	PREXP	115,837	411	-	115,565	115,565	0%
Exhibit Expenses	EXEXP	245,199	33,854	34,661	305,478	270,817	11%
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	41,633	1,905,694	1,864,061	2%
Facility Sales - Interim Expenses	INTEX	842,345	171,398	160,535	868,044	707,509	18%
Satellite Wagering Expenses	SWEXP	42,485	11,073	11,626	42,439	30,813	27%
Equipment Expenses	EQUIP	41,745	8,763	13,160	53,725	40,565	24%
Prior Year Expenses	PYEXP	32,054	25,253	893	26,765	25,872	3%
Cash Over/Short	CAOS	(5,400)	(1,548)	(3,035)	-	3,035	0%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 13,583,613</b>	<b>\$ 1,518,194</b>	<b>\$ 1,733,155</b>	<b>\$ 12,060,497</b>	<b>\$ 10,327,342</b>	<b>14%</b>
<b>NET OPER PROFIT/LOSS BEFORE DEPRE &amp; PENSION/OPEB</b>		<b>\$ 689,942</b>	<b>\$ (84,842)</b>	<b>\$ (787,862)</b>	<b>\$ (65,425)</b>	<b>\$ 722,437</b>	<b>1204%</b>
Depreciation	90000	245,158	72,973	80,381	265,350	184,969	30%
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>\$ (157,816)</b>	<b>\$ (868,244)</b>	<b>\$ (330,775)</b>	<b>\$ 537,469</b>	<b>262%</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>\$ (84,686)</b>	<b>\$ (763,859)</b>	<b>\$ 61,575</b>	<b>\$ 825,434</b>	<b>-1241%</b>
<b>NET PROFIT/LOSS AFTER DEPRE &amp; PENSION/OPEB</b>		<b>\$ 660,709</b>	<b>\$ (157,660)</b>	<b>\$ (844,240)</b>	<b>\$ (203,775)</b>	<b>\$ 640,465</b>	<b>414%</b>

# 31st DAA, Ventura County Fair

## Revenue Report

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	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	242,802	-	540,000	540,000	0%
Presale Admissions - Livestock	40110-00-100	41,680	6,320	-	40,430	40,430	0%
<b>TOTAL ADMISSION TO GROUNDS</b>		<b>\$ 2,886,963</b>	<b>\$ 249,122</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	3,025	2,925	4,500	1,575	65%
<b>TOTAL CONCESSION REVENUE</b>		<b>\$ 1,214,645</b>	<b>\$ 5,023</b>	<b>\$ 2,925</b>	<b>\$ 1,165,200</b>	<b>\$ 1,162,275</b>	<b>0%</b>
<b>EXHIBIT REVENUE:</b>							
Exhibit Entry Fees	EXENT	43,160	55	-	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	75	-	3,200	3,200	0%
Other Misc Revenue	48700-80-100	3,050	350	-	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>\$ 555</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

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	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	27,230	7,697	222,365	214,668	3%
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	386,000	2,500	450,000	447,500	1%
<b>TOTAL MISCELLANEOUS FAIR</b>		<b>\$ 1,805,773</b>	<b>\$ 413,230</b>	<b>\$ 10,229</b>	<b>\$ 1,753,072</b>	<b>\$ 1,742,843</b>	<b>1%</b>
<b>INTERIM REVENUE</b>							
<i>FACILITY SALES</i>							
Concession Revenue (alcohol & beverages)	42300-40-400	306,626	78,156	72,730	305,000	232,270	24%
Parking Revenue	45000-40-400	498,043	165,770	197,039	425,000	227,961	46%
Parking Revenue - Beachfront	45010-40-400	56,756	20,088	29,405	200,000	170,595	15%
Building Rental	46100-40-400	398,693	114,852	179,805	463,500	283,695	39%
Building Rental - Derby Club	46110-40-400	212,000	64,000	74,000	132,000	58,000	56%
Grounds Rental	46200-40-400	375,807	97,719	154,018	309,000	154,982	50%
Equipment Rental (chairs, tables, etc.)	46300-40-400	120,422	37,423	44,716	120,000	75,284	37%
Camping Fees	46500-40-400	17,220	880	9,620	17,000	7,380	57%
Reimbursable Revenue - Utilities	48500-40-400	18,874	3,168	9,524	14,845	5,321	64%
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	24,860	26,528	89,217	62,689	30%
Set-Up/Clean-Up Fees	48550-40-400	97,451	33,405	34,545	84,400	49,855	41%
Reimbursable Revenue - Fire Marshall	48560-40-400	6,780	960	3,360	7,441	4,081	45%
Reimbursable Revenue - Trash/Dumpster	48570-40-400	27,684	7,684	8,500	23,449	14,949	36%
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

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	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	-	7	6,000	5,993	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>\$ 648,965</b>	<b>\$ 843,656</b>	<b>\$ 2,558,128</b>	<b>\$ 1,714,472</b>	<b>33%</b>
<b>SATELLITE WAGERING</b>							
Commission	41500-20-200	234,969	94,020	67,001	200,000	132,999	34%
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>\$ 96,324</b>	<b>\$ 67,001</b>	<b>\$ 226,235</b>	<b>\$ 159,234</b>	<b>30%</b>
<b>TOTAL PRIOR YEAR REVENUE ADJ</b>	49000-00-000	46,995	7,394	2,708	-	(2,708)	0%
<b>TOTAL PRIOR YEAR REVENUE</b>		<b>\$ 46,995</b>	<b>\$ 7,394</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	2,714	862	20,000	19,138	4%
Interest Earnings	48710-00-000	50,340	10,023	17,912	47,462	29,550	38%
Donations	48810-00-000	-	-	-	-	-	0%
<b>TOTAL OTHER OPERATING REVENUE</b>		<b>\$ 71,076</b>	<b>\$ 12,738</b>	<b>\$ 18,774</b>	<b>\$ 68,962</b>	<b>\$ 50,188</b>	<b>27%</b>

Revenues

# 31st DAA, Ventura County Fair

## Expense Report

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	Budget 2026	Balance of Budget	% Used 2026
<b>ADMINISTRATION EXPENSE</b>							
Salaries & Wages - Perm	50000-11-000	148,768	44,816	73,643	235,222	161,579	31%
Salaries & Wages - Temp	50100-11-000	127,665	43,082	38,590	144,135	105,545	27%
Compensated Leave	50300-11-000	24,165	-	-	41,910	41,910	0%
Employee Benefits	51000-11-000	31,368	9,074	17,195	57,768	40,573	30%
PERS Employer Contribution	51010-11-000	69,219	20,342	30,445	121,491	91,046	25%
OPEB Employer Contribution	51020-11-000	1,674	1,313	-	-	-	0%
Payroll Taxes	51100-11-000	19,208	6,235	7,868	43,179	35,311	18%
Worker's Comp Insurance	51200-11-000	31,342	9,987	9,992	32,909	22,917	30%
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	17,161	14,061	213,572	199,511	7%
Director Expense	56000-11-000	2,227	103	92	2,500	2,408	4%
Dues & Subscription	57000-11-000	38,530	24,756	28,813	39,000	10,187	74%
Insurance	60000-11-000	335,853	114,908	123,412	339,717	216,305	36%
Other Misc Expense	65000-11-000	452	-	395	5,000	4,605	8%
Postage	67000-11-000	2,537	1,036	536	2,550	2,014	21%
Professional Services	69000-11-000	99,323	27,957	20,093	101,546	81,453	20%
Audit Cost	69010-11-000	86,255	60,150	15,000	50,000	35,000	30%
Office Supples & Expense	74000-11-000	13,037	5,159	4,466	11,835	7,369	38%
Telephone	75000-11-000	21,123	1,773	10,959	21,035	10,076	52%
Travel / Training Expense	77000-11-000	12,425	8,595	9,571	15,000	5,429	64%
<b>TOTAL ADMINISTRATION EXPENSE</b>		<b>\$ 1,300,155</b>	<b>\$ 405,010</b>	<b>\$ 408,507</b>	<b>\$ 1,520,857</b>	<b>\$ 1,112,350</b>	<b>27%</b>
<b>MAINTENANCE &amp; GENERAL OPERATIONS</b>							
Salaries & Wages - Perm	50000-12-000	239,496	90,743	71,299	242,814	171,515	29%
Salaries & Wages - Temp	50100-12-000	821,086	290,468	336,913	982,682	645,769	34%
Employee Benefits	51000-12-000	65,578	26,297	24,426	75,000	50,574	33%
PERS Employer Contribution	51010-12-000	203,862	75,681	86,761	215,000	128,239	40%
OPEB Employer Contribution	51020-12-000	4,427	3,068	-	9,000	9,000	0%
Payroll Taxes	51100-12-000	67,142	24,958	26,232	72,000	45,768	36%
Worker's Comp Insurance	51200-12-000	117,108	43,063	36,240	137,256	101,016	26%
Vehicle Insurance	60000-12-000	3,176	-	-	3,335	3,335	0%
Utilities - Electrical	63000-12-000	413,029	111,950	109,250	433,680	324,430	25%
Utilities - Gas/Propane	63010-12-000	24,206	8,596	11,697	25,416	13,719	46%
Utilities - Water/Sewer	63020-12-000	95,665	30,912	29,620	100,448	70,828	29%
Grounds Maintenance & Repairs	64000-12-000	96,874	25,807	93,916	101,168	7,252	93%
Equipment Maintenance	64010-12-000	72,212	25,818	30,668	69,702	39,034	44%
Professional Services	69000-12-000	119,221	35,203	39,404	284,336	244,932	14%
Equipment Rental	72000-12-000	14,109	1,737	2,920	14,500	11,580	20%
Supplies & Expenses	74000-12-000	68,277	(12,229)	53,982	91,794	37,812	59%
Telephone Expenses	75000-12-000	2,657	1,576	-	3,297	3,297	0%
Travel & Training Expenses	77000-12-000	1,786	1,204	733	3,500	2,767	21%

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	Budget 2026	Balance of Budget	% Used 2026
Trash/Waste Removal	78000-12-000	71,891	16,390	31,212	88,267	57,055	35%
<b>TOTAL MAINTENANCE EXPENSE</b>		<b>\$ 2,501,803</b>	<b>\$ 801,242</b>	<b>\$ 985,276</b>	<b>\$ 2,953,195</b>	<b>\$ 1,967,919</b>	<b>33%</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	2,713	2,117	140,000	137,883	2%
Professional Services	69000-13-100	72,641	425	13,101	125,000	111,899	10%
Program Expense	70000-13-100	27,001	-	-	25,000	25,000	0%
Promotional Expense	71000-13-100	21,101	-	2,500	25,000	22,500	10%
Supplies & Expense	74000-13-100	21,552	-	3,279	40,000	36,721	8%
<b>TOTAL PUBLICITY EXPENSE</b>		<b>\$ 247,547</b>	<b>\$ 3,138</b>	<b>\$ 20,997</b>	<b>\$ 359,896</b>	<b>\$ 338,899</b>	<b>6%</b>
<b>CONCESSION EXPENSE</b>							
Salaries & Wages - Perm	50000-60-100	59,686	20,158	21,121	64,941	43,820	33%
Salaries & Wages - Temp	50100-60-100	31,071	8,231	11,136	46,010	34,874	24%
Employee Benefits	51000-60-100	-	-	-	1,680	1,680	0%
Payroll Taxes	51100-60-100	6,634	2,036	2,468	10,326	7,858	24%
PERS Employer Contribution	51010-60-100	22,569	6,711	9,917	32,954	23,037	30%
OPEB Employer Contribution	51020-60-100	1,022	584	-	-	-	0%
Worker's Comp Insurance	51200-60-100	9,724	3,067	2,880	12,427	9,547	23%
Professional Services	69000-60-100	40,978	3,230	-	42,458	42,458	0%
Supplies & Expense	74000-60-100	5,337	28	586	8,500	7,914	7%
Travel & Training	77000-60-100	467	318	1,208	3,655	2,447	33%
<b>TOTAL CONCESSION EXPENSE</b>		<b>\$ 177,487</b>	<b>\$ 44,362</b>	<b>\$ 49,315</b>	<b>\$ 222,951</b>	<b>\$ 173,636</b>	<b>22%</b>
<b>ATTENDANCE OPERATIONS</b>							
Salaries & Wages - Temp	50100-70-100	107,403	212	-	73,820	73,820	0%
PERS Employer Contribution	51010-70-100	2,633	-	-	1,659	1,659	0%
Payroll Taxes	51100-70-100	2,709	3	-	1,760	1,760	0%
Worker's Comp Insurance	51200-70-100	7,498	22	-	8,268	8,268	0%
Professional Services	69000-70-100	39,526	-	8,000	32,500	24,500	25%
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%
Salaries & Wages - Temp - Security	50100-71-100	-	-	-	-	-	0%
PERS Employer Contribution - Security	51010-71-100	-	-	-	-	-	0%
Payroll Taxes - Security	51100-71-100	-	-	-	-	-	0%
Worker's Comp Insurance - Security	51200-71-100	-	-	-	-	-	0%
<b>TOTAL ATTENDANCE EXPENSE</b>		<b>\$ 3,717,008</b>	<b>\$ 237</b>	<b>\$ 8,000</b>	<b>\$ 1,262,642</b>	<b>\$ 1,254,642</b>	<b>1%</b>

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	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	16,658	17,033	58,125	41,092	29%
Salaries & Wages - Temp	EXWAT	-	-	-	-	-	0%
Employee Benefits	51000-80-100	12,125	4,041	4,250	12,122	7,872	35%
PERS Employer Contribution	51010-80-100	14,244	4,272	5,352	16,281	10,929	33%
OPEB Employer Contribution	51020-80-100	852	487	-	-	-	0%
Payroll Taxes	EXPRT	3,952	1,252	1,280	3,965	2,685	32%
Worker's Comp Insurance	EXWC	5,756	1,897	1,524	6,510	4,986	23%
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	1,202	1,242	59,625	58,383	2%
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	3,610	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>\$ 33,854</b>	<b>\$ 34,661</b>	<b>\$ 305,478</b>	<b>\$ 270,817</b>	<b>11%</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

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	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	-	293	50,000	49,707	1%
Professional Services	69000-12-100	290,028	-	10,400	305,036	294,636	3%
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	29,900	90,000	60,100	33%
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

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	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	-	44	-	(44)	0%
Souvenir Booth Expense	74000-00-100	20,132	-	44	21,139	21,095	0%
<b>TOTAL MISCELLANEOUS FAIR EXPENSE</b>		<b>\$ 1,977,812</b>	<b>\$ 15,000</b>	<b>\$ 41,633</b>	<b>\$ 1,905,694</b>	<b>\$ 1,864,061</b>	<b>2%</b>
<b>INTERIM EXPENSE</b>							
<i>PUBLICITY</i>							
Advertising	52000-13-400	-	-	-	5,000	5,000	0%
Professional Services	69000-13-400	63,491	22,935	9,504	10,000	496	95%
Promotional Expense	71000-13-400	-	-	50	5,000	4,950	1%
Supplies & Expenses	74000-13-400	1,131	467	431	5,000	4,569	9%
<i>FACILITY SALES</i>							
Salaries & Wages - Perm	50000-40-400	54,321	24,002	-	-	-	0%
Salaries & Wages - Temp	50100-40-400	32,300	5,353	22,635	84,600	61,965	27%
Employee Benefits	51000-40-400	14,930	7,026	6	-	(6)	0%
PERS Employer Contribution	51010-40-400	13,386	5,961	4,780	14,625	9,845	33%
OPEB Employer Contribution	51020-40-400	1,189	680	-	-	-	0%
Payroll Taxes	51100-40-400	4,300	1,761	1,272	5,723	4,451	22%
Worker's Comp Insurance	51200-40-400	9,343	3,436	1,961	9,475	7,514	21%
Professional Services	69000-40-400	48,960	60	3,253	54,900	51,648	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	59,664	56,363	190,000	133,637	30%
Supplies & Expenses	74000-40-400	1,192	559	107	2,000	1,893	5%
Telephone	75000-40-400	713	238	240	720	480	33%
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	29,933	37,193	130,752	93,559	28%

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	Budget 2026	Balance of Budget	% Used 2026
Employee Benefits	51000-65-400	-	-	-	-	-	0%
PERS Employer Contribution	51010-65-400	6,364	1,376	3,926	6,400	2,474	61%
Payroll Taxes	51100-65-400	2,969	842	1,461	3,117	1,656	47%
Worker's Comp Insurance	51200-65-400	9,769	3,390	3,321	14,644	11,323	23%
Equipment Maintenance	64010-65-400	-	-	-	-	-	0%
Professional Services - PK	69000-65-400	17,942	2,563	15,379	30,758	15,379	50%
Supplies & Expense - Main Lot	74000-65-400	127	-	168	1,750	1,582	10%
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>\$ 171,398</b>	<b>\$ 160,045</b>	<b>\$ 868,044</b>	<b>\$ 707,999</b>	<b>18%</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	10,724	3,493	20,424	16,931	17%
Equipment Maintenance	64010-20-200	-	-	-	-	-	0%
Professional Services	69000-20-200	5,500	350	7,433	5,500	(1,933)	135%
Supplies & Expenses	74000-20-200	561	-	700	515	(185)	136%
Trash Removal	78000-20-200	-	-	-	-	-	0%
Prior Year Expenses	80000-20-200	-	-	-	-	-	0%
<b>TOTAL SATELLITE WAGERING EXPENSE</b>		<b>\$ 42,485</b>	<b>\$ 11,073</b>	<b>\$ 11,626</b>	<b>\$ 42,439</b>	<b>\$ 30,813</b>	<b>27%</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	8,763	13,160	53,725	40,565	24%
<b>TOTAL EQUIPMENT EXPENSE</b>		<b>\$ 41,745</b>	<b>\$ 8,763</b>	<b>\$ 13,160</b>	<b>\$ 53,725</b>	<b>\$ 40,565</b>	<b>24%</b>

Expenses

# 31st DAA, Ventura County Fair

## Expense Report

April 30, 2026

Description	Acct. No.	Actuals 2025	Prior YTD 4/30/25	Current YTD 4/30/26	Budget 2026	Balance of Budget	% Used 2026
<b>PRIOR YEAR OPERATING EXPENSE ADJUSTMENT</b>							
Prior Year Adjustments	80000-00-000	32,054	25,253	893	26,765	25,872	3%
<b>PRIOR YEAR OPERATING EXPENSE</b>		<b>\$ 32,054</b>	<b>\$ 25,253</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)	(1,548)	(3,035)	-	3,035	0%
<b>CASH (OVER)/UNDER</b>		<b>\$ (5,400)</b>	<b>\$ (1,548)</b>	<b>\$ (3,035)</b>	<b>\$ -</b>	<b>\$ 3,035</b>	<b>-</b>
<b>DEPRECIATION EXPENSE</b>							
Depreciation	90000-00-000	244,485	72,635	80,381	265,350	184,969	30%
Prior Year Depreciation Expense	80010-00-000	673	339	-	-	-	0%
<b>TOTAL DEPRECIATION EXPENSE</b>		<b>\$ 245,158</b>	<b>\$ 72,973</b>	<b>\$ 80,381</b>	<b>\$ 265,350</b>	<b>\$ 184,969</b>	<b>30%</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

April 30, 2026

DETAIL	Account Number	Actual 2025	Current YTD 4/30/26	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	7	6,000	5,993
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>(134)</b>	<b>323,470</b>	<b>323,604</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>2,138</b>	<b>43,640</b>	<b>41,502</b>

Oktoberfest

**31st DAA, Ventura County Fair  
Junior Livestock Auction  
April 30, 2026**

DETAIL	Account Number	Actual 2025	Current YTD 4/30/26	Budget 2026	Balance of Budget	
<b>BEGINNING RESOURCES:</b>	<b>1/1/2026</b>	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	200	25,000	24,800
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>200</b>	<b>200,000</b>	<b>199,800</b>
<b>AUCTION EXPENDITURES:</b>						
Bad Debt Expense		53000-30-300	0	0	0	0
Bank/CC Charges		54000-30-300	18,190	90	18,000	17,910
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>3,002</b>	<b>140,500</b>	<b>137,498</b>
<b>NET JLA INCOME</b>						
			<b>131,041</b>	<b>(2,802)</b>	<b>59,500</b>	<b>62,302</b>
<b>ENDING RESOURCES:</b>	<b>4/30/2026</b>	25100-30-300	\$ 837,149	\$ 834,347		

**31st DAA, Ventura County Fair**  
**Capital Assets**  
**April 30, 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	119,866
PSPS Project	19000-00-000	771	
Raceway Bleachers	19000-00-900	18,644	
Grounds Bathroom Remodels	19000-00-903	-	
Ag Building Improvement	19000-00-907	3,395	
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	2,474	
San Miguel Side Eaves Project	19000-00-927	2,418	
Derby Club A/C	19000-00-928	38,867	
Manhole Cover	19000-00-929	31,361	
Equipment		19300-00-000	18,000
Other Fixed Assets			
Other (provide description):			
<b>TOTAL ACQUISITIONS OF FIXED ASSETS</b>			<b>137,866</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>4/30/2026</b>		<b>\$ 21,279,734</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	80,381
<b>ACCUMULATED DEPRECIATION as of:</b>	<b>4/30/2026</b>		<b>\$ 15,756,207</b>
<b>PROPERTY, PLANT &amp; EQUIPMENT, NET OF DEPRECIATION:</b>	<b>4/30/2026</b>		<b>\$ 5,523,527</b>
<b>DEBT (ASSOCIATED WITH FIXED ASSETS)</b>	<b>4/30/2026</b>	25000-00-000	<b>-</b>
<b>NET RESOURCES-CAPITAL ASSETS (less related debt):</b>	<b>4/30/2026</b>		<b>\$ 5,523,527</b>

**31st DAA, Ventura County Fair**  
**Satellite Wagering**  
**April 30, 2026**

DETAIL	Account Number	Actual 2025	Current YTD 4/30/26	Budget 2026	Balance of Budget
<b>REVENUES:</b>					
Admission Revenue	40000-20-200	0	0	0	0
Commission Revenue	41500-20-200	234,969	67,001	200,000	132,999
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>67,001</b>	<b>226,235</b>	<b>159,234</b>
<b>EXPENDITURES:</b>					
CARF Dues	57000-20-200	16,000	0	16,000	16,000
Grounds & Maintenance Repairs	64000-20-200	20,424	3,493	20,424	16,931
Equipment Maintenance	64010-20-200	0	0	0	0
Professional Services	69000-20-200	5,500	7,433	5,500	(1,933)
Supplies & Expense	74000-20-200	561	700	515	(185)
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>11,626</b>	<b>42,439</b>	<b>30,813</b>
<b>NET SATELLITE WAGERING PROFIT/LOSS</b>					
		<b>194,788</b>	<b>55,375</b>	<b>183,796</b>	<b>128,421</b>

# Memorandum

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

**Date:** June 17<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 June 23<sup>rd</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-12, 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~~  
June 2026

## **100 INTRODUCTION**

*(Adopted 3/14/03, amended 5/28/13, 10/28/14, 6/23/26)*

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, 6/23/26)

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, 6/23/26)

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, 6/23/26)*

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, 6/23/26)*

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, 6/23/26)*

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, 6/23/26)*

~~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, 6/23/26)*

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 handwritten, 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, 6/23/26)*

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, amended 2/27/24, 6/23/26)

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.~~ Brief minutes of all committee meetings shall be kept and submitted to the Board.

**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

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budget development. It also serves to identify business development opportunities.

## **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, 6/23/26)*

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, 6/23/26)*

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 notes of all committee meetings shall be kept on file and submitted to the Board the committee will report out to the board when updates or action is warranted.

### **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

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instances, the CEO/General Manager shall call the roll, and the Chairperson shall be called upon last. The Board or Committee Chairman, prior to the conduct of any further business, shall subsequently announce the result of any such roll call vote. There shall be no provision for absentee or proxy voting.

## **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, 6/23/26)*

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, 6/23/26)*

### **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

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media pursuant to the board's ongoing commitment to transparency and integrity in the conduct of 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, 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 (6/23/26)****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

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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, 6/23/26)*

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, 6/23/26)*

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, 6/23/26)*

## 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.~~ areas in clear view of the public ingress or egress during an ongoing event. Members of the public may be provided reasonable access to ~~this~~ appropriate areas 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.~~ based on the specific event layout and needs of the event where the area is being requested. 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 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.

The Association maintains the right to deny or otherwise rescind access to the "Free Speech Designated Areas" for any of the following reasons:

- Use of "Fighting Words" defined as ~~are~~ words of expressive conduct presented in such a confrontational manner that the incitement of violence is probable. Any threats of violence are strictly prohibited.
- Use of "Obscene" defined as ~~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.
- Use of "Sound Devices" which are defined as ~~are~~ any loudspeakers, megaphones or other devices, electrical, mechanical or non-mechanical, which amplify or transmit sound waves, including group chanting or singing.
- Harassment of any group or individual defined as unwelcome, targeted behavior that serves no legitimate purpose and is intended to threaten, intimidate, or demean an individual.
- Blocking traffic or pedestrians.
- Possession/Brandishing of grounds prohibited items including but not limited to: Weapons, Alcohol, Drugs, Drones and Uncontrolled animals.

#### 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 any ~~the~~ Free Speech Designated Area 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, 6/23/26)*

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 6/23/26)*

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 6/23/26)*

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.

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, 6/23/26)*

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, 6/23/26)*

~~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 are any changes 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, 6/23/26)*

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 (6/23/26)**

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, 6/23/26)

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 6/23/26)***

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;

- 
- 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, 6/23/26)*

- 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, 6/23/26)*

- 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, 6/23/26)*

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, 6/23/26)*

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, 6/23/26)

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, 6/23/26)

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

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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, 6/23/26)*

~~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, 6/23/26)*

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, 6/23/26)*

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

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, 6/23/26)*

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, 6/23/26)*

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 6/23/26)***

~~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.~~

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~~———— 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.~~

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~~———— Food and Beverage Service~~

~~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, 6/23/26)

**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 CDFA, 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 6/23/26)**

- 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
26-055	Willow Rariden	Stage Manager & Production Assistant	\$ 5,000.00
26-056	Justin Hughes	Production Manager	\$ 5,000.00
26-057	Buffett Beach Band	Grounds Entertainment	\$ 1,600.00
26-058	William Horstick	Photography - Superintendent	\$ 1,900.00
26-059	Patricia Gladstone	Photography - Assistant Superintendent	\$ 1,000.00
26-060	Alma de Mexico/Folkloric Dancers	Grounds Entertainment	\$ 700.00
26-061	Mariachi Los Leones	Grounds Entertainment	\$ 1,350.00
26-062	Caliente Band	Grounds Entertainment	\$ 1,500.00
26-063	Juano and Friends Band	Grounds Entertainment	\$ 1,500.00
26-064	Black Canyon Band	Grounds Entertainment (Seabreeze Stage)	\$ 900.00
26-065	Twisted Gypsy Band	Grounds Entertainment	\$ 5,000.00
26-066	Outlaw Mariachi	Grounds Entertainment	\$ 5,500.00
26-067	DNA Band	Grounds Entertainment	\$ 1,000.00
26-068	Doo Wah Riders	Grounds Entertainment	\$ 2,500.00
26-070	Michelle Lambert & Band	Grounds Entertainment	\$ 2,000.00
26-072	The Trinity Factory	GrandStand Entertainment	NTE \$50,000.00
26-073	BC Characters	Grounds Entertainment	\$ 9,000.00
26-074	Pacific Animal Productions	Grounds Entertainment	\$ 23,400.00
26-075	Next Move Unlimited	Grounds Entertainment	\$ 14,000.00
26-076	All-Alaskan Racing Pigs, LLC	Grounds Entertainment	\$18,000 + RV Space
26-077	Lisa McGowan	Premium - Superintendent	\$ 6,500.00
26-079	Total Event Access Management	Fairtime Concessions Auditing	\$ 6,475.00
26-085	Silent Disco	Grounds Entertainment	\$ 1,300.00
26-101	Teri O'Connor	Home Arts - Superintendent	\$ 3,975.00
26-102	Samantha Showers	Home Arts - Clerk	\$ 425.00
26-103	Jennifer Dibble	Home Arts - Clerk	\$ 400.00
26-104	Willie Smith Kennedy	Home Arts - Clerk	\$ 425.00
26-105	Donald Dusapin	Home Arts - Clerk	\$ 500.00
26-106	Manuel Silva	Home Arts - Clerk	\$ 200.00
26-107	Saundra Darata	Home Arts - Clerk	\$ 575.00
26-108	Debbie Church	Home Arts - Clerk	\$ 400.00
26-109	Judy Eldeb	Home Arts - Clerk	\$ 400.00
26-110	Valerie Myers	Home Arts - Clerk	\$ 400.00
26-111	Robert Seaton	Home Arts - Clerk	\$ 800.00
26-112	Celia Churchill	Gems & Hobbies - Clerk	\$ 300.00

## STANDARD AGREEMENTS

26-113	Chris Churchill	Gems & Hobbies - Clerk	\$ 300.00
26-114	Diane Cook	Gems & Hobbies - Superintendent	\$ 3,300.00
26-115	Richard (Dick) White	Gems & Hobbies - Clerk	\$ 250.00
26-116	Erin Valenzuela	Gems & Hobbies - Clerk	\$ 300.00
26-117	John Cook	Gems & Hobbies - Clerk	\$ 599.00
26-118	Krishna Juarez	Gems & Hobbies - Clerk	\$ 400.00
26-119	Lee Leighton	Gems & Hobbies - Clerk	\$ 450.00
26-120	Vern Morseman	Gems & Hobbies - Clerk	\$ 150.00
26-122	Surf Rodeo	Grounds Decorations/Pre-Party Area	\$ 21,655.00
26-123	Lisa Joe	ProArts - Superintendent	\$ 2,000.00
26-124	Amy Georgi	ProArts - Volunteer Coordinator	\$ 800.00
26-125	Karen Erwin	ProArts - Gallery Designer	\$ 700.00
26-126	Guy Wilson	ProArts - Pick Up Coordinator	\$ 200.00
26-127	Chery Hardy	ProArts - Gallery Coordinator	\$ 600.00
26-128	Desert Wild Band	Grounds Entertainment	\$ 2,000.00
26-129	Ticket to Ride Band	Grounds Entertainment	\$ 1,500.00
26-130	Blue Latitude Band	Grounds Entertainment	\$ 1,800.00
26-131	Brilliance Events DJ	Grounds Entertainment	\$ 600.00
26-132	Heart n Soul Band	Grounds Entertainment	\$ 1,500.00
26-133	Lost Over Love Band	Grounds Entertainment	\$ 500.00
26-134	Cinnamon Whiskey Band	Grounds Entertainment	\$ 500.00
26-135	Bsides Band	Grounds Entertainment	\$ 500.00
26-136	Bush, Inc.	Grandstand Entertainment	NTE \$150,000.00
26-137	Shanshia Touring, Inc.	Grandstand Entertainment	NTE \$120,000.00
26-138	JRNEWO Inc.	Grandstand Entertainment	NTE \$150,000.00
26-139	Jara Simpson	Content Creator - Marketing	\$ 600.00
26-140	Elsa Velasco	Content Creator - Marketing	\$ 3,600.00
26-141	Latasha Ball	Content Creator - Marketing	\$ 800.00
26-142	Ingrid Djouzaie	Content Creator - Marketing	\$ 700.00
26-143	Cynthia Lopez	Content Creator - Marketing	\$ 800.00
26-144	Deana Martinez	Content Creator - Marketing	\$ 1,500.00
26-145	Sharon Kruschen	Content Creator - Marketing	\$ 900.00
26-146	Samantha Betancourt	Content Creator - Marketing	\$ 500.00
26-147	Darlene Thalangsy	Content Creator - Marketing	\$ 800.00
26-148	Erica Garcia	Content Creator - Marketing	\$ 700.00
26-149	Sara Conde	Content Creator - Marketing	\$ 400.00
26-150	Chris Mejia	Content Creator - Videography	\$ 1,500.00
26-151	Michelle Otto	Content Creator - Videography	\$ 4,000.00
26-152	Nestor Vega	Content Creator - Videography	\$ 4,000.00
26-153	Diego Riker	Content Creator - Videography	\$ 4,000.00
26-154	Beach Street A Go Go Band	Grounds Entertainment	\$ 2,000.00

## STANDARD AGREEMENTS

26-155	Aaron Pitts	Auction Ringman	\$	1,500.00
26-156	Jaci Pitts	Auction Ringman	\$	1,500.00
26-157	Melissa Falls	Auction Ringman	\$	1,500.00
26-158	Charlie Yarrish	Auction Ringman	\$	1,000.00
26-159	Steve Godert	Auction Auctioneer	\$	2,000.00
26-160	Kurt Becker	Agriculture Team	\$	1,500.00
26-161	Eric Vanoni	Agriculture Team	\$	1,500.00
26-162	Rosa Vanoni	Agriculture Superintendent	\$	4,000.00
26-163	Angela Vanoni	Agriculture Head Clerk	\$	2,500.00
26-164	Doug Sept	Agriculture Team	\$	1,000.00
26-165	Whisker w/Ted Bordeau Band	Grounds Entertainment	\$	450.00
26-166	Valeria Arenas	Exhibits Assistant	\$	3,750.00
26-167	Jim Brace Thompson	Gems & Hobbies Clerk	\$	150.00
26-168	Dominion Equity Corporation	Fair Lot Rental		NTE \$25,000.00
26-169	Madewest Brewing Co.	Gardens Signage	\$	600.00
26-170	Luis Villegas	Grounds Entertainment	\$	350.00

## Rental Agreements Non-Fair

<b>CONTRACT NO.</b>	<b>CONTRACTOR NAME</b>	<b>PURPOSE</b>	<b>AMOUNT</b>	<b>DATE/EVENT</b>	<b>LOCATION</b>
26-071	FJS Productions	The Great Junk Hunt	\$11,328.00	12/04/26 - 121/05/26	San Miguel Hall, Anacapa
26-072	Cirque Entertainment III, LLC	Paranormal Cirque	\$7,600	06/05/26-06/08/26	Lot A
26-074	Wilson Construction	Training	\$2,288	6/2/2026	Santa Rosa Hall
26-076	Spectrum Sports Management & Timing	Bike the Coast	\$500	6/13/2026	Partial Lot A
26-077	Ventura County Fire Department	Firework Training	\$1,024	6/18/2026	McBride Hall & Arena
26-078	Plan B Production	Ventura Gamer Festival	\$6,328	06/20/26-06/21/26	San Miguel Hall, Anacapa
26-079	Tri County Ropers	Tri County Ropers	\$2,000	06/20/26-06/21/26	San Miguel Hall
26-080	Pena Wedding	Wedding Reception	\$3,518	11/14/2026	San Nicolas, McBride Halls
26-081	Steve-Bob	Small Filming	\$258	6/10/2026	Beach
27-002	Grimoire Academy LLC	The Gothic Market	\$4,578	02/13/27-02/14/27	San Miguel Hall
26-082	Latino Business Expo	Latino Business Expo	\$3,291	10/29/2026	Santa Cruz Hall
26-084	National Scholastic Surfing Association	NSSA Surf Comp.	\$2,000	09/26/26-09/27/26	Beach
26-087	Seaside Highland Games	Seaside Highland Games	\$34,713	10/10/26-10/11/26	All Grounds
26-088	Valet Parking Pros	Parking only-Memorial	\$800	7/12/2026	Lot A

# Concessions Agreements

<b>Contract #</b>	<b>Company</b>	<b>Fee</b>
26-006	California Cut	\$5000 with in-kind credit for 130 staff shirts
26-069	Surf Rodeo	\$4300 with in-kind credit for 84 staff shirts
26-083	Pure Oasis Water	\$1950 with in-kind 1 pallet of water
26-094	Images Everywhere	\$400/20% Gross Sales
26-118	Kastl Amusements   Floss Wagon MIDWAY	\$2000/26% Gross Sales
26-134	New Directions Travel	\$55.00
26-136	Shutter Bus ARENA	\$875.00
26-220	Helm Concessions   The Grill	26% Gross Sales
26-221	Helm Concessions   Papas Papas	26% Gross Sales
26-222	Helm Concessions   Sugar Bear	26% Gross Sales
26-223	Helm Concessions   Flossie's	26% Gross Sales
26-224	Helm Concessions   Lemonade	26% Gross Sales
26-225	Helm Concessions   Slushie	26% Gross Sales
26-226	Helm Concessions   Cookhouse	26% Gross Sales
26-227	Heml Concessions   VIP Food Stand	26% Gross Sales
26-228	American Bull Riding Co.	\$1,990.00
26-229	Nancy's Custrom Creations ARENA	\$825.00
26-231	Santos Style ARENA	\$2,475.00
26-232	EH Concessions   Express Hibachi ARENA	\$1000/21% Gross Sales
26-234	24 HR Fitness	\$1,400.00
26-235	Dyenosaur Tie Dye	\$800.00

## Concessions Agreements

26-236	MODE Renovation LLC	\$1,200.00
26-238	Little Red School House	\$650.00
26-240	Elubia's Kitchen ARENA	\$1000/21% Gross Sales
26-241	Herradurra Hats ARENA	\$390.00
26-242	Glittery MAIN	\$1,950.00
26-244	Ear Bangers	\$3,000.00
26-246	AT&T Mobile	\$1,500.00
26-247	My Massage Pillow	\$3,000.00
26-253	Little T Concessions   Watermelon	\$2000/25% Gross Sales
26-254	J&J Plumerias	\$1,350.00

**JUNE CONSENT LIST**  
**JUDGING AGREEMENTS**

<b>CONTRACT NO.</b>	<b>CONTRACTOR NAME</b>	<b>DEPARTMENT</b>	<b>JUDGING</b>	<b>Amount</b>
26-01	Carmela Garcia	Gems & Hobbies	Youth singles and cases collections	\$ 60.00
26-02	George Ast	Gems & Hobbies	Adult Fossil Cases and Singles Judging	\$ 120.00
26-03	Chris Kirkegaard	ProArts	Professional Artwork Submissions	\$ 500.00
26-04	Christopher Broughton	Photography	Color & Black and White Images	\$ 200.00
26-05	John Powers	Photography	Color & Black and White Images	\$ 200.00
26-06	Sheron Sheppard	Photography	Color & Black and White Images	\$ 200.00
26-07	Michelle Shoesmith	Gems & Hobbies	Beaded Jewelry and Miscellaneous Items	\$ 120.00
26-08	Susan Chaisson Walbloom	Gems & Hobbies	Adults, youth singles & cases collections Judging	\$ 60.00
26-09	Troy Schmidt	Gems & Hobbies	Minerals Adult	\$ 80.00
26-10	Wes Lingerfelt	Gems & Hobbies	Lapidary Adult Judging	\$ 120.00
26-11	Steve Wolfe	Gems & Hobbies	Petrified wood, polishing slabs, geodes judging	\$ 80.00

## **June CEO Report**

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

This project continues to remain ongoing. I have an email out to the Project Managers as well as the City's Principal Engineer asking for an update on current progress, anticipated timelines, and any changes that may be affecting completion. I was also contacted by the City of Ventura's Parks and Recreation Department to coordinate a time, post Fair, for the art installation to be done. I will notify the board once that has been set.

In regard to the Coastal Commission amendment application, we did submit it and received a response letter from their local office. They stated that they have reviewed the amendment application and have requested an alternative analysis and mitigation measures to the proposed amendment. This has been submitted to them this week.

### **Grants**

Ms. Wynegar is finalizing the remaining components of the State Coastal Conservancy (SCC) Climate Bond Grant application and anticipates submitting the proposal shortly. As discussed at the previous Board meeting, following a technical review with the South Coast Regional Manager, staff was advised that the project is not currently considered a strong candidate for funding; however, we will proceed with the application to pursue every available opportunity.

This week, I met with Ms. Wynegar to review several additional grant opportunities that have been identified. As a result of these discussions, we are reassessing our overall grant strategy to better align future applications with funding priorities and improve the likelihood of securing grant awards.

### **Trainings**

Representatives from Ventura County Public Health recently contacted me regarding their Opioid Overdose Prevention Program. They are actively trying to provide support for large public events and their safety efforts around the county, and offered to come out and do a training for staff. They did one already for the administration staff and they are doing another one June 26th. The training included how to recognize an overdose and how to administer Naloxone.

## **2026 Fair**

We launched carnival ticket sales June 1st along with its marketing campaign and it has been very successful. I have received a lot of positive feedback about offering unlimited ride wristbands every day, which is new this year. Just as a reminder, in year's past unlimited ride wristbands were offered on three days and they expired on those days after 7pm. We are close to finalizing the layout for the Main Midway and Cub Country.

Our onsite Hire Day was held on Saturday, June 13. Attendance was lighter than in previous years, likely due in part to the online hiring process that has been put in place.

Box seat invitations were sent out and all past box seat holders will be returning again this year. Checks and forms have already been mailed in or dropped off.

The Director's information for Fair has been emailed and if you have any questions please let me or Ms. Pineda know.

I recently hired Ms. Cummings to assist in the Front Office, and she began working this past Monday. Having previously worked at the Fair, she brings valuable institutional knowledge and a strong familiarity with Fair operations.

The Credentials Department is currently being set up for operations. Ms. Gutierrez will oversee the department and will transition from sales to credentials next week. She will start organizing materials and filling orders.

I successfully secured the parking lot across the street for use during this year's Fair. This additional lot will provide approximately 200 overflow parking spaces, enhancing parking capacity for guests while also generating additional parking revenue.

## **Projects**

The asphalt project has been put on hold to focus and prioritize the carnival lot storm drain pipe project. We will continue to work with California Construction Authority to get this done as soon as possible.

As part of our ongoing security enhancements, we are in the process of upgrading the Fairgrounds' camera surveillance system. With Mr. Maynard's expertise, he has been coordinating and installing the new equipment, which we have already been able to use a couple times. In addition to strengthening overall site security, the expanded camera coverage is expected to improve operational efficiency during the Fair by reducing the need for security personnel in certain areas that can be effectively monitored remotely.

## **Policy Changes**

The second round of proposed policy revisions have been distributed and will be presented by the ad-hoc committee for consideration and approval at next week's board meeting.

## **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 21st.

## **Exhibits Report**

Emilee Inez

- **Entry Trends:** Entry numbers are trending upward! As of June 17th, we have over 1,400 entries. On the same day last year, we had 1,000 entries. I did some additional calculations based on last year's numbers and 65% of entries came in the last 5 days before the deadline.
- **Expanded Exhibitor Entries:** In collaboration with the superintendents, it was decided that Home Arts and Photography would be expanding the number of entries that each exhibitor is allowed to enter. We have already seen growth in those departments as a result.
- **Future of Agriculture Barn:** I am working on creating informational posters for the area, looking to local resources such as the Museum of Ventura County Research Library, Cooperative Extension offices, and Ventura County Weights and Measures publications. Some of the informational posters include citrus growing seasons, what makes the Ventura County climate so special, swine ear notching, and ruminant digestion.
- **Large Livestock:** The totals for large livestock numbers are 77 steers, 88 goats, 85 lambs, 221 swine.
- **Junior Fair Board:** Junior Fair Board members Mia and Mya attended the Board of Supervisors meeting, along with myself, Jason, Megan, Director Chess, and Vice President Martinez. I speak for myself and the members on how much we enjoyed attending and presenting the poster.

## **Concessions Report**

Madalyn Johnson

- All commercial areas and Main Street are at 95% Capacity! We have a good combination of returning vendors, local and new vendors for 2026.
- I'm working closely with our 3 amazing Rental Partners (Pro Em, Dolphin, and ERentals) for grounds tents and rentals to confirm their set-up dates and each area's needs.
- Shepherding our new and some existing Food and Snack Vendors that have added or changed equipment or menu items through the Health Department Fair application process.
- Confirming all our vendors and partners for the arena pre-party, arena GA area and some specifically just for VIP Arena on the turf.
- Eryn and I are in the middle of executing 33 new vendor orientations via Zoom to get them up to speed on load-in, policies, credential pick up and as much information as possible so they can be successful.

## **Sales Report**

Sara Gutierrez

Sales Office Report 05/06/2026 – 06/10/2026

We welcomed the Strawberry Festival back to our grounds for the ultimate summer kickoff. This year's turnout was up from last year with the iconic strawberry shortcake experience had everyone was leaving full and happy. This next year they will be hitting the 40th year.

Latino Business Expo was the following week which allowed people from all different companies to network and experience each other's products. We ended the month of May with the Summerfest Dog Show where the pups had a chance to show off their moves.

We welcomed back Paranormal Cirque at the start of June. The last time they had a show on our grounds was in 2022. They had a unique mix of circus, theatre and cabaret with a dash of spooky. Alongside Paranormal Cirque we had the 8th annual Seaside Tattoo Show where guests had the chance to get some amazing tattoos, permanent jewelry and tooth gems.

Speaking of gems, we also had the Gold Coast Gem Show with over 30+ vendors showing off beautiful gems, minerals and fossils. Lastly for that first weekend we had the NAWCC Watch and Clock clocking all the good vibes.

Lastly, we had a senior expo on grounds that helped connect our local community with dozens of companies that are dedicated to helping seniors. They had everything from medical equipment to audiology.

Event Stats:

**Strawberry Festival: 05/16/26 – 05/17/26 (All Grounds)**

- Rental Invoice – 3-year contract
- Public event

**Latino Business Expo: 05/21/26 (Santa Cruz Hall)**

- Rental invoice - \$3,291

**Summerfest Dog Show: 05/29/26 – 05/31/26 (Anacapa, San Miguel, McBride, Callahan, and Main Gate Park)**

- Rental Invoice: \$23,554
- Private event

**Paranormal Cirque: 06/05/26 – 06/08/26 (Lot A)**

- Rental Invoice- \$7,600
- Private event

**Gold Coast Gem Show: 06/06/26 – 06/07/26 (San Miguel)**

- Rental invoice - \$8,643
- Public event

**Seaside Tattoo Show: 06/05/26 – 06/07/26 (Santa Cruz)**

- Rental invoice - \$13,706
- Public event

**NAWCC Watch & Clock: 06/06/26 (Santa Rosa)**

- Rental invoice - \$3,215
- Public event

**Ventura Senior Expo: 06/09/26 (Santa Rosa)**

- Rental invoice - \$2,754
- Public event

**Upcoming Events:**

CalFire Firework Training  
Tri County Roping Competition  
Ventura Gamer Festival  
Ventura County Fair

**Maintenance Report**

Gerry Duran and Jennifer Lindsay

**Current Projects:**

- Replace deco light fixtures on top of Rodeo Road wall
- Concert arena advertising project
- Completing eave projects light installation
- Set up Santa Cruz and Youth building for fair
- Set up Home Arts building for fair
- Set up Santa Rosa for fair

**Completion Date**

6/26/2026  
6/30/2026  
7/1/2026  
7/28/2026  
7/28/2026  
7/28/2026

**Upcoming Projects:**

- Fair prep and fair 7/1-8/15/2026

## Beach Lot Tracking

May 2026

DATE	Transactions	Sales Total @ \$2	Mainteance Staff	Parking Staff	Profit/Loss @\$2	Total At \$5	Profit/Loss @ \$5
5/1/2026	131	\$262	\$108	\$216	-\$62	\$655	\$331
5/2/2026	100	\$200	\$108	\$216	-\$124	\$500	\$176
5/3/2026	192	\$384	\$108	\$216	\$60	\$960	\$636
5/4/2026	102	\$204	\$108	\$216	-\$120	\$510	\$186
5/5/2026	78	\$156	\$108	\$216	-\$168	\$390	\$66
5/6/2026	133	\$266	\$108	\$216	-\$58	\$665	\$341
5/7/2026	104	\$208	\$108	\$216	-\$116	\$520	\$196
5/8/2026	142	\$284	\$108	\$216	-\$40	\$710	\$386
5/9/2026	204	\$408	\$108	\$216	\$84	\$1,020	\$696
5/10/2026	176	\$352	\$108	\$216	\$28	\$880	\$556
5/11/2026	276	\$552	\$108	\$216	\$228	\$1,380	\$1,056
5/12/2026	202	\$404	\$108	\$216	\$80	\$1,010	\$686
5/13/2026	184	\$368	\$108	\$216	\$44	\$920	\$596
5/14/2026	245	\$490	\$108	\$216	\$166	\$1,225	\$901
5/15/2026	0	\$0	\$0	\$0	\$0	\$0	\$0
5/16/2026	0	\$0	\$0	\$0	\$0	\$0	\$0
5/17/2026	0	\$0	\$0	\$0	\$0	\$0	\$0
5/18/2026	232	\$464	\$108	\$216	\$140	\$1,160	\$836
5/19/2026	136	\$272	\$108	\$216	-\$52	\$680	\$356
5/20/2026	98	\$196	\$108	\$216	-\$128	\$490	\$166
5/21/2026	76	\$152	\$108	\$216	-\$172	\$380	\$56
5/22/2026	162	\$324	\$108	\$216	\$0	\$810	\$486
5/23/2026	156	\$312	\$108	\$216	-\$12	\$780	\$456
5/24/2026	172	\$344	\$108	\$216	\$20	\$860	\$536
5/25/2026	322	\$644	\$108	\$216	\$320	\$1,610	\$1,286
5/26/2026	59	\$118	\$108	\$216	-\$206	\$295	-\$29
5/27/2026	143	\$286	\$108	\$216	-\$38	\$715	\$391
5/28/2026	131	\$262	\$108	\$216	-\$62	\$655	\$331
5/29/2026	256	\$512	\$108	\$216	\$188	\$1,280	\$956
5/30/2026	183	\$366	\$108	\$216	\$42	\$915	\$591
5/31/2026	149	\$298	\$108	\$216	-\$26	\$745	\$421
<b>After Painting</b>	<b>4544</b>	<b>\$9,088</b>	<b>\$3,024</b>	<b>\$6,048</b>	<b>\$16</b>	<b>\$22,720</b>	<b>\$13,648</b>

\* May 15 ,16, 17 were closed due to the California Strawberry Festival\*