

L A S S E N C O U N T Y F A I R

Telephone (530) 251-8900

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Regular meeting of the
Lassen County Fair Advisory Board
Lassen County Fair Office

Jensen Hall

May 12, 2020

5:30 p.m.

Any person desiring to address the Board shall first secure permission of the presiding officer. Matters under jurisdiction of the Board, and not on the Agenda, may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to five minutes per person and not more than fifteen minutes for a particular subject.

1. CALL TO ORDER

2. OPENING CEREMONIES

Pledge of Allegiance, Introductions

A. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

B. PUBLIC COMMENT

3. CONSENT CALENDAR

(These matters are routine in nature and usually approved by a single vote. Prior to action of the Board, the public will be given the opportunity to comment on any consent item.)

A. SUBJECT: April 14, 2020 Meeting Minutes

ACTION REQUESTED: Approve

4. CORRESPONDENCE:

5. SUBJECT: Blue Grass Festival

ACTION: Vote

6. SUBJECT: Miss Lassen County

GUEST: Shelley Bennett

ACTION: Discussion (Alternate ideas for running Grand Stand Pageant, w Local Judges possibly Fair Advisory Board Members or Past Pageant Winners, etc.)

7. SUBJECT: Allocate \$30,000 of the proceeds from the CDFA grant for Grounds & Maintenance

Account for the purpose of Tree Trimming (safety measure).

ACTION: Vote

8. SUBJECT: Approve Projected 2020/2021 Fair Budget

ACTION: Vote

9. SUBJECT: Livestock Committee: Approval of Tagging Procedure Resolution, Tagging Times TBD,

Media Options, & Veterinary Services

ACTION: Vote & Discussion

10. SUBJECT: Governor Restrictions to Gatherings: Covid-19 Update, WFA Cancellations

(attachments), CDFA & CFSA Correspondence

ACTION: Discussion

11. COMMITTEE REPORTS:

A. Executive

B. Livestock

C. Long Range planning/ Site

D. Exhibits

E. Commercial/ Entertainment Report

F. Interim

G. Junior Fair Board

12. MANAGER'S REPORT:

13. MATTERS BY THE BOARD:

14. ADJOURNMENT

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- A. SUBJECT:** March 10, 2020 Meeting Minutes
ACTION REQUESTED: Approve

4. CORRESPONDENCE

- a. CFSA COVID-19 Recommendations for Fairground Employees**

- 5. SUBJECT:** Status of Fair (Safe Zone for Fair Dates)
ACTION: Discussion

- 6. SUBJECT:** Lost Revenue of \$12,800 (March thru May)
ACTION: Discussion

- 7. SUBJECT:** CDFA financing for Lost Revenue
ACTION: Discussion

8. COMMITTEE REPORTS

- A.** Executive
B. Livestock
C. Long Range planning/ Site
D. Exhibits
E. Commercial/ Entertainment Report
F. Interim
G. Junior Fair Board

9. MANAGER'S REPORT: County Rates for Use of Facilities

10. MATTERS BY THE BOARD

11. ADJOURNMENT

LASSEN COUNTY FAIR ADVISORY BOARD

April 14, 2020 Minutes

REGULAR MEETING

Lassen County Fairgrounds Jensen Hall

5:31 PM

The Lassen Fair Advisory Board convened in a Regular Meeting on Tuesday April 14, 2020 at the Lassen County Fairgrounds Jensen Hall. President Cheryl Lauritsen called the meeting to order at 5:31 pm. Fair Advisory Board Members present: Tom Neely, Holly Mueller, Kevin Stafford, Lonnie Mahenski, Jose Pena, Becky Albaugh, Dan Douglas and Brett Smith. Fair Manager: Jim Wolcott

Supervisors Present: none

Members absent: Eric Fletcher.

Present in the audience is none

1. CALL TO ORDER

The meeting is called to order at 5:31 PM.

2. OPENING CEREMONIES

Pledge of Allegiance Lead by: Lonnie Mahenski

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS:

Brett Smith moves to approve the agenda as amended by Dan Douglas, adding **Subject 8.**, Blue Grass Festival, Action: Discussion. Seconded by: Tom Neely. Motion is carried. All in favor.

PUBLIC COMMENT: none

3. CONSENT CALENDAR:

Holly Mueller moves to approve the consent calendar with the correction. Seconded by: Brett Smith. All in favor. Motion is carried.

4. CORRESPONDENCE:

a. CFSA Covid-19 Recommendations for Fairground Employees

Tom Neely suggested implementation of guidelines should be discussed at individual committee meetings. Holly Mueller recommends increasing hand washing stations, it's imperative due to the virus situation. Jim Wolcott will check to see how many stations we have and will double before Fair opens. Dan Douglas suggests midway locations for new sites. Holly Mueller asked if we have other protective gear in stock. Jim Wolcott said we do and will check on supply levels.

5. SUBJECT: Status of 2020 Fair (Safe Zone for Fair Dates)

ACTION: Discussion

Becky Albaugh - how we are preparing for a low turnout and loss of ticket sales. Is there anything we can cut i.e. Monster Trucks and Motor Cycle Jumping due to the high additional cost? Jim Wolcott - it is a \$25,000 contract and we do not have one in place at this time. (Tom Neely to Jim Wolcott - be sure to call Carlson's Tire Pros & Automotive ASAP they're ready to sponsor again) Jim Wolcott - the Entertainment is in place, hoping the summer heat kills the virus, fair dates are currently within safe zone esp. w. zero cases to date in Lassen Co. Brett Smith - Department of Health and Human Services sponsored \$10,000 and deserve extra promotion, i.e., NO SMOKING signs, etc. (signs in Southside storage). Holly Mueller - Vendors will be coming from other areas. Tom Neely - the Governor's guidelines may have to be followed w. no large gatherings between June-August. Holly Mueller asked if the BOS have given any feedback about the potential of Fair being cancelled. Jim Wolcott - there will be refunds if needed, all purchases are receipted. Tom Neely - there's been discussion of delaying upfront Vendor fees. Jose Pena - the State is allowing food trucks to operate for the Trucking industry. All agree people will either be cautious or crazy from cabin fever, reserved or going for it.

Becky Albaugh agrees Tom Neely our Fair's dates may not be acceptable to the State's guidelines. We need to be prepared for the lack of participation and the inability of Acts & Vendors booked to travel. Jim Wolcott – Bob Burns, attorney, added a zero liability clause onto all our new 2020 contracts.

6. SUBJECT: Lost Revenue of \$12,800 (March thru May)

ACTION: Discussion

Jim Wolcott - CDFA asked for an amount and we've submitted the amount for reimbursement of all scheduled events that had to be cancelled. Becky Albaugh – can we seek future revenue for the ongoing use of Jensen Hall currently being offered to multiple users at no charge? Cheryl Lauritsen agrees that continuing to offer it for free could amount to a steep loss. There are Federal Emergency Preparedness funds available for this purpose. Becky Albaugh – be sure to add other costs associated for example when we use our attorney to update A-87 costs. Dan Douglas - we could create a cost spreadsheet and bring it to the BOS meeting (entire FAB).

7. SUBJECT: Approval of 2020/21 CDFA 1499 Funding

ACTION: Discussion & Vote

Jim Wolcott - All Fair's at Level II are receiving \$190,400 out of the 1499 fund. Brett Smith expressed concern that the CDFA may not be able to pay out if every State Fair is cancelled. Jim Wolcott - they can afford it, the money is there and allocated to each.

Motion: Tom Neely Second: Jose Pena

Jose Pena – Aye
Becky Albaugh – Aye
Lonnie Mahenski – Aye
Kevin Stafford – Aye
Tom Neely – Aye
Holly Mueller – Aye
Brett Smith – Aye
Cheryl Lauritsen – Aye
Dan Douglas - Aye
Eric Fletcher – Absent
(Nine in favor, one absent)

8. SUBJECT: Blue Grass Festival

ACTION: Discussion

Dan Douglas – Blue Grass Festivals/Events in multiple states have all been cancelled before and after ours. Suggests 'postponement' instead of cancellation as a solution to avoid lost revenue. Holly Mueller – is the Blue Grass community voicing concern? Brett Smith – let's communicate with our Vendors and Entertainment. Dan Douglas – pls add Blue Grass Festival Postponement as an ACTION: Vote, for next meeting.

9. COMMITTEE REPORTS

A. EXECUTIVE: The Committee had no RFPs to review – meeting cancelled. We have one for this year for the Carnival, but he did not put in for the five-year contract, sending bid per Jim Wolcott's request. We're stuck with what we get. Next meeting: Jim Wolcott will set the next meeting.

B. LIVESTOCK: Tom Neely reported there's been no meeting since the March 31, 2020 Zoom meeting w good discussion. Pig, Sheep, & Goat Weigh Ins were covered. Will tag animal's May 30, 2020 in trailer w/ Vet on site. Cheryl Lauritsen – Ag teachers are still being paid, but no visitations are permitted. Livestock times will be discussed next meeting. We will need extra help. We must follow State/County social distancing guidelines. We will use #s for Livestock Sales. Option 1. Bring animal to fair, Vet examines for market ready & price (no judging). Option 2. Video show w judging & placing (Galt & Tehama County are doing this) Contact Sandy Fortin and Wayne Langston as resources. Becky Albaugh – fortunately, we're in July and can see how other Fairs are handling this to see what works and what doesn't.

Next meeting: Livestock Committee only meeting April 28, 2020 Tuesday at 5:30pm – Jensen Hall;
May13, 2020 date set for another Zoom meeting (w. more attendees).

C. LONGE RANGE PLANNING: No meeting was held

Next meeting: will be scheduled by Jim Wolcott

D. EXHIBITS: Lonnie Mahenski wants to have a meeting. Holly took Quilt Challenge kits to the Quilt Shop, & has ideas for Quarantine Crafts, etc...

Next meeting: TBA

E. ENTERTAINMENT: Meeting postponed. Brett Smith – no payment clause needs to be out in front of new contracts.

Tom Neely – sponsors are out there

Next meeting: TBA

F. INTERIM EVENTS: Last meeting cancelled, Dan Douglas will contact committee members

Next meeting: TBA

G. JR. FAIR BOARD: The Jr. Fair Board met on March 15, 2020 via Zoom Meeting. No other meetings to date. Holly Mueller will reach out using social media, & possibly conduct phone interviews on local stations to promote Premium book. Autry Satica and Neil Growden can assist with images, pics and video posting.

10. MANAGERS REPORT: See above

11. MATTERS BY THE BOARD:

Jose – Be safe, Be careful, day to day. I have garlic starts.

Becky – Uv it was a pleasure to interview you. You'll fit in with the wild and crazy bunch. Welcome.

Lonnie – Don't like meeting in this room w the echo, 91 days to Fair, 254 days to Christmas.

Kevin – Nothing

Tom – I'm good, Holly's good

Holly – Feeling boxed in & preparing lots of food at home. Welcome Uv. Call if you need anything, the kids are here to help with social media.

Brett – Keep working through this. Welcome Uv. Becky is the wildest of the group.

Dan – Welcome Uv. Call if you need help in your accounting position.

12. ADJOURNMENT

Becky Albaugh makes a motion to adjourn the meeting. Lonnie Mahenski seconds the motion. Meeting is adjourned at 7:01 p.m.

Fair Manager _____

Jim Wolcott

Board President _____

Cheryl Lauritsen

LIVESTOCK COMMITTEE MEETING

April 28, 2020

Members Present: Tom Neely, Jose Pena, Becky Albaugh, Kevin Stafford, Jim Wolcott

Guests: Liz Ammon, Susan Bustemonte, Darcy Hanson, Wayne Langston

- Tom called the meeting to order at 5:31PM
- Tagging day is scheduled for May 30th. There will be no May weigh-ins this year due to Covid-19 restrictions.
- Liz Ammon suggested tagging by clubs, no one will exit their vehicles, must RSVP by May 20th to attend tagging.
- Liz and Darcy will email the link of the sign-up sheet to the FFA and 4-H members.
- The sign-up sheet will include identifying markings: scrapie tag numbers, ear notches/tags, trailer numbers, clubs & groups and YQCA/ Entry form due date reminder. Members will be able to email sign in sheet to the fair office or they can bring it into the office.
- Sue said that PPE gear boots and gloves will be needed.
- There will be 4-5 people at each station recording, including the vet PPE Coordinator, and two people will go into the trailer. Wayne said that JLA Committee will be ready to proceed with the auction if fair is not cancelled.
- Meeting was adjourned at 6:15PM

LIVESTOCK COMMITTEE MEETING

May 7, 2020

5:00pm Zoom Mtg.

Members Present: Tom Neely, Becky Albaugh, Kevin Stafford, Jim Wolcott

Guests: none

- Tom called the meeting to order at 5:00PM
- 40 pigs if...
- Becky – One less thing to do
- Inter Mountain Weigh-In and Tagging Fair Contract reviewed
- 60 Days
- No Tag – Contract – Bill of Sale
- Tuesday Weigh In – Tagging Day Action Idea
- Entry Form + Contract + Bill of Sale
- No Tax until after tagging
- Meeting was adjourned at 5:30PM

Dept: Fund: 175
 BU: 1751
 CC:

County of Lassen Department Expenditure Rollup

User: jwolcott
 Fiscal Year 2020
 End Date: 5/11/2020
 FY Percent 86%

Account	Account Name	Current Budget	Expenditures	Encumbrances	Available	Percent Expended
3000100	SALARIES AND WAGES	\$162,093.00	\$135,794.81	\$0.00	\$26,298.19	84%
3000110	OVERTIME	\$0.00	\$1,852.01	\$0.00	(\$1,852.01)	0%
3000130	EXTRA HELP	\$28,500.00	\$10,349.26	\$0.00	\$18,150.74	36%
3000200	RETIREMENT	\$14,096.00	\$12,494.32	\$0.00	\$1,601.68	89%
3000202	MEDICARE	\$2,350.00	\$2,140.94	\$0.00	\$209.06	91%
3000205	PERS RETIREMENT UNFUNDED LIAB	\$17,446.00	\$17,445.70	\$0.00	\$0.30	100%
3000210	SOCIAL SECURITY	\$10,050.00	\$9,106.49	\$0.00	\$943.51	91%
3000300	GROUP INSURANCE - HEALTH	\$5,460.00	\$9,745.82	\$0.00	(\$4,285.82)	178%
3000310	FLEX PLAN/CAFETERIA	\$23,064.00	\$14,588.00	\$0.00	\$8,476.00	63%
3000320	GROUP INSURANCE - DENTAL	\$1,140.00	\$1,233.00	\$0.00	(\$93.00)	108%
3000330	GROUP INSURANCE- LIFE	\$429.00	\$345.68	\$0.00	\$83.32	81%
3000340	GROUP INS - VISION	\$0.00	\$166.80	\$0.00	(\$166.80)	0%
3000400	WORKERS COMPENSATION INSURANCE	\$21,500.00	\$17,855.46	\$0.00	\$3,644.54	83%
3000501	OTHER POST-EMPLOYMENT BENEFITS	\$3,825.00	\$3,825.00	\$0.00	\$0.00	100%
	Total SALARIES AND EMPLOYEE BENEFITS	\$289,953.00	\$236,943.29	\$0.00	\$53,009.71	82%
3001500	TELECOMMUNICATIONS	\$7,800.00	\$7,208.38	\$0.00	\$591.62	92%
3001700	MAINTENANCE - EQUIPMENT	\$30,000.00	\$23,806.57	\$0.00	\$6,193.43	79%
3001800	MAINT-BUILDINGS & IMPROVEMENTS	\$13,000.00	\$14,135.99	\$0.00	(\$1,135.99)	109%
3002000	MEMBERSHIPS	\$20,500.00	(\$1,757.63)	\$0.00	\$22,257.63	-9%
3002200	OFFICE EXPENSE	\$1,250.00	\$1,130.00	\$0.00	\$120.00	90%
3002300	PROFESSIONAL & SPECIALIZED SV	\$4,000.00	\$3,546.35	\$0.00	\$453.65	89%
3002302	IT DIRECT BILL	\$0.00	\$158.55	\$0.00	(\$158.55)	0%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$10,000.00	\$10,000.00	\$0.00	\$0.00	100%
3002800	SPECIAL DEPARTMENTAL EXPENSE	\$0.00	\$103.50	\$0.00	(\$103.50)	0%
3002801	COUNTY WIDE COST ALLOCATION PL	\$18,300.00	\$16,312.03	\$0.00	\$1,987.97	89%
3002901	CONFERENCES AND TRAINING	\$39,464.00	\$39,464.00	\$0.00	\$0.00	100%
3003000	UTILITIES	\$2,500.00	\$3,273.53	\$0.00	(\$773.53)	131%
3050000	ADMINISTRATION	\$78,000.00	\$74,066.56	\$0.00	\$3,933.44	95%
3054000	PUBLICITY	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0%
3056000	ATTENDANCE OPERATIONS	\$16,500.00	\$11,317.22	\$0.00	\$5,182.78	69%
3057000	MISCELLANEOUS FAIR	\$18,200.00	\$18,775.45	\$0.00	(\$575.45)	103%
3057005	MISC NON-FAIR PROGRAMS	\$17,500.00	\$16,875.97	\$0.00	\$624.03	96%
3058000	PREMIUMS	\$35,000.00	\$8,380.82	\$825.00	\$25,794.18	26%
3063000	EXHIBITS	\$5,700.00	\$8,275.44	\$0.00	(\$2,575.44)	145%
3064000	HORSE SHOW	\$16,500.00	\$14,432.19	\$100.00	\$1,967.81	88%
		\$4,750.00	\$6,630.22	\$0.00	(\$1,880.22)	140%

**County of Lassen
 Department Expenditure Rollup**

3066000	FAIR ENTERTAINMENT EXPENSE	\$99,250.00	\$93,258.05	\$1.00	\$5,990.95	94%
3066009	INTERIM ENTERTAINMENT EXPENSE	\$9,200.00	\$14,112.00	\$0.00	(\$4,912.00)	153%
	Total SERVICES AND SUPPLIES	\$449,214.00	\$383,505.19	\$926.00	\$64,782.81	86%
3007000	OPERATING TRANSFERS-OUT	\$1,199.00	\$0.00	\$0.00	\$1,199.00	0%
	Total OPERATING TRANSFERS OUT	\$1,199.00	\$0.00	\$0.00	\$1,199.00	0%
	Grand Total	\$740,366.00	\$620,448.48	\$926.00	\$118,991.52	84%

County of Lassen Department Revenue Rollup

Account	Account Name	Current Budget	Revenue Realized	Unrealized	Percent Realized
2003000	INTEREST	\$0.00	\$261.43	\$261.43	0%
2003200	RENTS & CONCESSIONS	\$127,000.00	(\$107,507.77)	\$19,492.23	85%
2003202	OPERATING REVENUE	\$3,000.00	(\$2,595.25)	\$404.75	87%
2003203	ADMISSIONS/PASSES	\$80,789.00	(\$73,774.78)	\$7,014.22	91%
2003204	COMMERCIAL SPACE	\$8,200.00	(\$900.00)	\$7,300.00	11%
2003205	EXHIBITS	\$6,500.00	(\$921.06)	\$5,578.94	14%
2003206	HORSE SHOW	\$7,000.00	(\$5,916.00)	\$1,084.00	85%
2003207	FAIR ATTRACTIONS	\$75,000.00	(\$55,792.00)	\$19,208.00	74%
2003208	INTERIM ATTRACTIONS	\$15,000.00	(\$9,400.60)	\$5,599.40	63%
2003209	MISCELLANEOUS FAIR	\$38,500.00	(\$21,034.49)	\$17,465.51	55%
2003210	MISC NON-FAIR PROGRAMS	\$40,500.00	(\$735.00)	\$39,765.00	2%
2003211	INTERIM REVENUE	\$146,000.00	(\$127,215.10)	\$18,784.90	87%
2006200	Total REVENUE FR USE OF MONEY & PROP STATE-OTHER	\$547,489.00	(\$405,530.62)	\$141,958.38	74%
2011200	Total INTERGOVT REVENUE-STATE MISCELLANEOUS	\$86,000.00	(\$163,303.00)	\$77,303.00	190%
2011201	PRIOR YEAR CANCELLED WARRANTS	\$0.00	(\$2,405.75)	(\$2,405.75)	0%
	Total MISCELLANEOUS	\$0.00	(\$125.00)	(\$125.00)	0%
	Total MISCELLANEOUS	\$0.00	(\$2,530.75)	(\$2,530.75)	0%
	Grand Total	\$738,489.00	(\$676,364.37)	\$62,124.63	92%