



**42nd District Agriculture Association
Glenn County Fairgrounds
221 E. Yolo Street, Orland, CA 95963**



530.865.1168 | www.glenncountyfair.org | glenncountyfair@gmail.com

Board Meeting Notice

Teleconference

Zoom Link: <https://us04web.zoom.us/j/101616950>

Call In: 1 253 215 8782

Meeting ID: 101 616 950

The Glenn County Fairgrounds Board of Directors will hold their regularly scheduled monthly meeting on April 14, 2020 at 6:30 P.M. in the Glenn County Fairgrounds Cafeteria at 221 East Yolo Street, Orland, California.

Board of Directors

Jacob Chavez, President
Geoff Bittle, Vice President
Candice Pierce, Director

Shannon Douglass, Director
Evan Hutson, Director
Ray Mudd, Director

Fair Staff

Miki Martin - CEO
Lisa Hansen, Kathy Bartels, Kendra Beams - Office Staff
Doyle Shippelhouse - Senior Maintenance
Rich Blessing - Maintenance

OUR COMMITMENT TO TRANSPARENCY

The public is invited and welcome to attend all noticed meetings. A complete meeting agenda packet will be made available to all public members attending the meetings. Meeting notices and agendas of the 42nd District Agricultural Association required by the Bagley-Keene Open Meeting Act are accessible on the internet at www.glenncountyfair.org and are posted at least 10 days prior to the meeting. The regular monthly board meeting is scheduled for the third Tuesday of each month at 6:30 P.M. in the Director's Hall at the fairgrounds. (Dates are subject to change) • Further information regarding this scheduled meeting of the Board of Directors for the 42nd District Agricultural Association may be obtained by contacting the Chief Executive Officer at 221 E. Yolo St, Orland, CA 95963, by calling (530) 865-1168 or glenncountyfair@gmail.com

PUBLIC PARTICIPATION

Members of the public are welcome and may request items to be included on the agenda of any noticed meeting. The items must be directly related to business of the Glenn County Fairgrounds. Requests for placement must be made in writing and delivered to the fair office no later than 3:00 P.M. thirteen (13) business days prior to the board meeting. • The "Public Comment" agenda item is a right granted to the public and is reserved for items not listed on the agenda. However, no debate by the board shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on an agenda item. Participation during the "Public Comment" section will be limited to three (3) minutes per speaker. • The public is welcome and may also participate in discussion and comment on action items that are listed on the agenda.

AMERICANS WITH DISABILITIES ACT

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 42nd District Agricultural Association Board or Committee meeting, or about other Glenn County Fairgrounds activities, may request assistance from the Chief Executive Officer at the fair office, 221 East Yolo Street, Orland, CA or by calling (530) 865-1168. Requests should be made one (1) week in advance whenever possible.



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Board Meeting Agenda

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Meeting ID: 101 616 950

- I. CALL TO ORDER – President Chavez**
- II. ROLL CALL:** Directors present, Directors excused
- III. PUBLIC COMMENT**
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.
- IV. CONSENT CALENDAR**
All items on the consent calendar are to be approved in one motion unless a Board Member requests separate action on a specified item.
 - 1. PREVIOUS BOARD MINUTES**
 - 2. FINANCIAL STATEMENTS**
- V. OLD BUSINESS**
There is none
- VI. NEW BUSINESS**
 - 1. Discussion/Action on Junior Livestock Auction Alternatives**
- VII. ITEMS OF CORRESPONDENCE**
 - 1. F&E Correspondence: Fair Funding**
- VIII. MATTERS OF INFORMATION**
 - 1. Staff Reports**
 - a. Maintenance Supervisor**
 - b. CEO**
 - 2. Directors' Comments**
Please note that pursuant to California State Law, the Board is prohibited from discussing or taking action on any item not listed on the agenda.
 - 3. Next Scheduled Board Meeting:**
 - 4. Items to be included on the next meeting's agenda**
 - a.**
 - b.**
- 5. ADJOURNMENT**



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Emergency Meeting Minutes – March 17, 2020

CALL TO ORDER:

The meeting was called to order by President Jacob Chavez at 6:00 pm

ROLL CALL OF DIRECTORS:

Directors Chavez, Bittle, Douglass, Pierce, Hutson and Mudd were all present.

INTRODUCTION OF STAFF, GUESTS:

Doyle Shippelhouse, Rich Hood, Mark Kampmann, Dave Furtado

LIST OF THOSE NOTIFIED:

Adam Boles, Bambauer Towing, Becky Brummet, Betsy Karle, Dave Furtado, Gail Green, Jody Sammons, Lea Eddy, Marcia Foster, Rich Hood, Wes Patton. Media Outlets Notified: Valley Mirror, Glenn County Transcript, ChicoER.

PUBLIC COMMENT: None

COVID-19 PANDEMIC: Executive Order N-25-20 (March 4, 2020) and Department of Public Health Gathering Guidance (March 12, 2020)

- a. Interim Events: CEO Martin shared a list of events for the remainder of March, April and May. The CDC has recommended an 8-week cancellation on large events. CEO Martin recommended that all events be cancelled on the Fairgrounds covering the 8-week recommended time based on the CDC's recommendation and a conversation she had with Glenn County Office of emergency Services.. Director Pierce made a motion to cancel all events on the fairgrounds following the CDC's recommendation, Director Douglass seconded. Director Douglass asked CEO Martin to check on the Flea Market as there is some leeway out there regarding farmers markets. Directors Chavez, Bittle, Douglass, Pierce, Hutson and Mudd all voted in favor and none in the negative.
- b. Daily Operations: Director Bittle made a motion to close the fairgrounds to the public as most work can be done over the phone, email or mail, Director Mudd seconded. Directors Chavez, Bittle, Douglass, Pierce, Hutson and Mudd all voted in favor and none in the negative.
- c. 2020 Fair: CEO Martin is hopeful that the 2020 Glenn County Fair will happen as it falls just passed the CDC's event cancellation guideline. She did want to get input on ideas to explore in case fair gets cancelled. Director Douglass expressed the importance of doing something to assist the livestock exhibitors that would be out a lot of money if Fair got cancelled. Director Chavez suggested possibly postponing the livestock auction 2-3 weeks and the possibility of a free gate should fair happen, Director Bittle suggested exploring an online auction option and having our shows offsite at the Rolling Hills Equestrian Center or the Orland Livestock Yard, Dave Furtado suggested working with other fairs like Silver Dollar Fair to share expenses related to an auction. CEO Martin would begin exploring these options but cautioned on the financial standpoint for the fair, the auction does not actually bring funds into the Fair and will still cost a lot of money.

ADJOURN:

Meeting was adjourned 6:34 PM.

Respectfully Submitted,

(s) Miki Martin
CEO, Glenn County Fair

(s) Jacob Chavez
President, Board of Directors



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Board Meeting Minutes – March 17, 2020

CALL TO ORDER:

The meeting was called to order by President Jacob Chavez at 6:34 pm

ROLL CALL OF DIRECTORS:

Directors Chavez, Bitle, Douglass, Pierce, Hutson and Mudd were all present.

INTRODUCTION OF STAFF, GUESTS:

Doyle Shippelhoute, Rich Hood, Mark Kampmann, Dave Furtado

PUBLIC COMMENT:

None

CONSENT CALENDAR:

January Board Minutes and February Financial Statements were reviewed. Director Bitle moved to approve to approve the consent calendar, Director Hutson seconded. Directors Chavez, Bitle, Douglass, Pierce, Hutson and Mudd all voted in favor and none in the negative.

COMMITTEE REPORTS:

1. Junior Livestock Committee: CEO Martin presented notes from the last committee meeting.
2. Glenn County Fair Heritage Foundation: No new updates as the FOF Benefit Dinner has been cancelled.

OLD BUSINESS:

1. Glenn County Fair Parade: Still waiting to hear back from the Orland Chamber, their Board Meeting was scheduled for March 18th
2. Grandstand Destruction or Repair: CEO Martin shared she had a quote for an inspection on the grandstands but is holding off on moving forward at this time.
3. Cannabis Event Policy: This item is tabled as there is some legislation out that could impact cannabis events on DAA property.
4. Cattlemen's Day – Director Bitle will be assisting CEO Martin with this event by reaching out to his contacts.

NEW BUSINESS:

1. Gonzalez Flea Market: Traffic: The Community members requesting this agenda item were not in attendance. CEO Martin shared their concerns with the traffic on their street during the market, their suggestion is to lock the gates along South Street. She shared she has some safety concerns with that suggestion and would reach out the local authorities for assistance.
2. Gonzalez Flea Market Contract Renewal: CEO Martin presented the Board with the 2020/2021 Gonzalez Flea Market contract, no changes had been made since the previous year. Director Douglass asked that some clarity on the additional requirements. Director Bitle made a motion to approve the contract with the requested clarifications, Director Mudd seconded. Directors Chavez, Bitle, Douglass, Pierce, Hutson and Mudd all voted in favor and none in the negative.
3. Increase Arts & Crafts Building Rent: CEO Martin shared the upgrades funded by the Glenn County Fair Heritage Foundation that have been made and will be made to the Arts & Crafts Building. Once these upgrades are complete, she has suggested that the rent be increased to at least \$550.00 (\$100.00 increase). Director Douglass made a motion to increase the Arts & Crafts to \$550 for the building and \$600 with the building and kitchen, Director Bitle seconded. Directors Chavez, Bitle, Douglass, Pierce, Hutson and Mudd all voted in favor and none in the negative.
4. CFSA Elector Resolution: CEO Martin shared that the named President from 2008 is the current elector for CFSA. CEO Martin shared she was asked by CFSA to update this and recommended that we name the CEO as the Elector. Director Douglass read "Be it resolved that the Chief Executive Officer is hereby appointed to serve on behalf of the Glenn County Fairgrounds as an elector for California Fair Services Authority (CFSA) Board of Director Elections." Director Douglass moved to approve the resolution, Director Bitle seconded, Directors Chavez, Bitle, Douglass, Pierce, Hutson and Mudd all voted in favor and none in the negative.

5. Meeting Days: Director Hutson asked that changing the meeting day or week be considered as it overlaps with another meeting. This item will be tabled while calendars are reviewed.
6. Form 700's: CEO Martin handed out the Form 700's and asked them to be returned as they are due by April 1st.
7. Approval of New Interim Event Contract: CEO Martin shared the new updated f-31 interim event contract given to us by CFSA. She shared that the Fire Marshall fees had increased and there have been additional line items for insurance requirements and the emergency cancellation addendum. Director Hutson moved approve the new F-31 Interim Rental Contract, Director Douglass seconded. Directors Chavez, Bittle, Douglass, Pierce, Hutson and Mudd all voted in favor and none in the negative.
8. Request for Line of Credit from Colusa- Glenn Farm Credit: Director Hutson moved to request a line of credit from Colusa Glenn Farm Credit in the amount of \$400,000.00, with Jacob Chavez as the signer and covers a 4-month period, Director Mudd seconded. Directors Chavez, Bittle, Douglass, Pierce, Hutson and Mudd all voted in favor and none in the negative.
9. Revise Policy: Junior Livestock Committee: This item was scratched as it was not needed.

ITEMS OF CORRESPONDENCE:

None

STAFF REPORTS:

- a. Doyle reported that the maintenance crew had been working on running more power and sewer to areas of the fairgrounds. And now that events are cancelled until Fair, he had lots of projects to work on.
- b. CEO Martin had nothing additional to report.

BOARD COMMENTS:

- a. Director Pierce reported that there had been 17 Princess Applications received and because we didn't currently have a program coordinator, she would be assisting with the Princess Program. Director Mudd asked how many applicants had signed up for the Miss Glenn County Pageant, Director Douglass told Rich Hood she had been hearing lots of excitement about the Moms in Minivans class. Directors Hutson, Bittle and Chavez had no comment.

ITEMS FOR NEXT AGENDA:

- a. Tabled Items
- b. Independent Exhibitor Presentations

ADJOURN:

Meeting was adjourned 7:20 PM.

NEXT REGULAR BOARD MEETING WILL BE HELD: April 21st at 6:30 PM

Respectfully Submitted,

(s) Miki Martin
CEO, Glenn County Fair

(s) Jacob Chavez
President, Board of Directors



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Emergency Meeting Minutes – April 1, 2020

CALL TO ORDER:

The meeting was called to order by President Jacob Chavez at 6:30 pm

ROLL CALL OF DIRECTORS:

Directors Chavez, Bittle, Douglass, Pierce, Hutson and Mudd were all present.

INTRODUCTION OF STAFF, GUESTS:

Zoom Meeting – 63 Participants on the Call

LIST OF THOSE NOTIFIED:

Junior Livestock Committee Members, Adam Boles, Bambauer Towing, Becky Brummet, Betsy Karle, Dave Furtado, Gail Green, Jody Sammons, Lea Eddy, Marcia Foster, Rich Hood, Wes Patton, Phil McCorkle. Media Outlets Notified: Valley Mirror, Glenn County Transcript, ChicoER.

PUBLIC COMMENT: None

COVID-19 PANDEMIC: Executive Order N-25-20 (March 4, 2020) and Department of Public Health Gathering Guidance (March 12, 2020)

- a. 2020 Glenn County Fair: The Board heard from Amy Travis, Glenn County Deputy Director, Office of Emergency Services. She reported that the cases in Glenn County are just beginning at 2 positive cases. Current projections show a peak in COVID-19 cases in Northern California happening in mid-May. She shared that the Governor's Stay-at-Home Executive Order has no end date. Director Bittle asked if there was a current State mandate directing us to cancel at this time. CEO Martin said no. Director Chavez brought up that by cancelling the Fair now we won't incur any more costs relating to Fair. Director Douglass asked CEO Martin how many other Fairs have cancelled. She reported that all April Fairs have cancelled, and 4 May Fair had cancelled as reported by Western Fairs Association. Director Pierce made a motion to cancel the 2020 Glenn County Fair, Director Douglass seconded. Directors Chavez, Bittle, Pierce, Douglass, Mudd and Hutson voted in the affirmative. Motion passed.
- b. 2020 Junior Livestock Auction: Director Bittle made a motion to explore options for an online auction and create an Ad Hoc Committee to assist in making a plan to be presented to the Board in two weeks, Director Mudd seconded. Director Pierce brought up that the FFA chapters won't be able to participate. Director Chavez stated it is a liability for the schools to allow the kids to participate. And it is better for butchers if we cancel now and allow the animals to sell over time and stagger in, instead of sending everything in at one time. Director Bittle said he had been talking to Mandy Staley, CEO of the Tehama District Fair about their solution. He invited her on the call and ask her to share what was happening with the Tehama District Fair's Livestock Auction. She stated that at their last Board meeting they had decided to move their show/auction to our dates, May 15th & 16th with a Sale on May 17th in hopes that the CDC's ban would be lifted by then. Their contingency plan if the ban is not lifted is to have a virtual show and online auction through Jake Parnell's company. She explained their process and the conversations surrounding their decision to go the way they did. Betsy Karle, Executive Director of Glenn County UC Regents, shared that all 4-H meetings are still happening via Zoom calls and kids are still working towards the Glenn County Fair. Director Chavez called for a vote on the motion on the floor, Directors Chavez, Mudd, Hutson, Bittle and Douglass voted in the affirmative, Director Pierce voted in the negative. Motion Passed.

ADJOURN:

Meeting was adjourned 7:25 PM.

Respectfully Submitted,

(s) Miki Martin
CEO, Glenn County Fair

(s) Jacob Chavez
President, Board of Directors

**42nd DAA, Glenn County Fair
Balance Sheet
March 31, 2020**

Assets		
	2020	2019
Current Assets		
Cash - Petty	400	300
Cash - Petty Cash ONP	-	200
Cash - Change Fund	-	450
Cash - Operating	-	-
Cash - Tri Co. Bank	345,297	301,475
Cash - Tri Counties - Horse Show	-	-
Cash - Premium Account	-	-
Cash - Payroll	-	-
Cash - LAIF	126,252	20
Cash - JLA	100,565	84,239
Accounts Receivable	1,185	1,170
A/R - Junior Livestock Auction	-	30,580
Deferred Charges - General	-	12
Total Current Assets	573,700	418,446
Property & Equipment		
CIP	-	-
Land	16,264	16,264
Bldgs & Improvements	2,802,675	2,802,675
A/D - Bldgs & Improvements	(2,211,217)	(2,161,368)
Equipment	136,883	67,419
A/D - Equipment	(67,973)	(67,419)
Total Property & Equipment	676,632	657,571
Deferred Outflows of Resources		
Deferred Outflows of Resources	117,583	142,944
Total Deferred Outflows of Resources	117,583	142,944
Total Assets	1,367,914	1,218,961
Liabilities and Retained Earning		
Current Liabilities		
Fees Collected - CFSA SE	-	-
Accounts Payable	43,366	12,001
A/P - Payroll	-	-
Payroll Liabilities	7,338	4,628
Deferred Income	1,450	6,230
Guarantee Deposits	13,900	10,836
Guarantee Deposits - Bonds	-	-
Leave Liability	29,880	24,468
A/P - Workers' Comp	(622)	432
Net Pension Liability	430,058	499,141
JLA Consignment Account	-	(165)
SB 84 / GASB 68 Loan	49,980	-
Total Current Liabilities	575,349	557,570
Liabilities and Retained Earning		
Deferred Inflows of Resources		
Deferred Inflows of Resources	17,255	4,658
Total Deferred Inflows of Resources	17,255	4,658
Capital		
JLA Net Resources	124,551	132,904
Net Reserves Available for Operations	969,325	780,653
Net Income ONP/RR	14,497	14,497
State Allocations	-	-
Other	-	-
JLA Net Income	453	(4,242)
Reserves - GASB68 Pension	(329,729)	(360,855)
Net Income	(3,786)	93,776
Total Capital	775,311	656,733
Total Liabilities and Retained Earnings	1,367,914	1,218,961

42nd DAA, Glenn County Fair				
Income/Expense Detail w/Capital & Variance				
March 31, 2020				
	2020		2020	
	Current	Year	YTD	Variance
	Month	to Date	Budget	Over/(Under)
Admissions	0.00	0.00	108,000.00	(108,000.00)
Commercial Space	1,200.00	1,750.00	19,000.00	(17,250.00)
Concessions/Carnival	1,350.00	4,000.00	120,000.00	(116,000.00)
Entry Fees	1,752.00	1,942.00	24,150.00	(22,208.00)
Attractions (Fair)	250.00	250.00	24,000.00	(23,750.00)
Miscellaneous Fair	8,500.00	29,400.00	98,920.00	(69,520.00)
Interim	19,761.66	80,430.82	322,000.00	(241,569.18)
ONP Revenues	0.00	0.00	3,000.00	(3,000.00)
Other Operating	30.98	63.54	7,600.00	(7,536.46)
Prior Year Revenue	0.00	0.00	1,500.00	(1,500.00)
Total Revenues	32,844.64	117,836.36	728,170.00	(610,333.64)
Administration	14,588.70	50,432.66	216,900.00	(166,467.34)
Maintenance	25,440.15	64,917.75	327,200.00	(262,282.25)
Publicity	0.00	559.24	5,500.00	(4,940.76)
ONP Expenses	0.00	0.00	2,000.00	(2,000.00)
Horse Show Exepenses	0.00	0.00	0.00	0.00
Attendance	0.00	0.00	14,300.00	(14,300.00)
Miscellaneous Fair	2,613.89	5,215.75	82,000.00	(76,784.25)
Premium & Exhibits	531.79	1,510.28	19,200.00	(17,689.72)
Attractions	0.00	142.69	54,000.00	(53,857.31)
Interim	0.00	0.00	0.00	0.00
Equipment Expense	0.00	0.00	0.00	0.00
Prior Year Expense	0.00	0.00	0.00	0.00
Cash Over/Under	0.00	0.00	0.00	0.00
Total Expenditures	43,174.53	122,778.37	721,100.00	(598,321.63)
Net Income	(10,329.89)	(4,942.01)	7,070.00	(12,012.01)
State Allocations	0.00	0.00	48,731.00	(48,731.00)
Other F&E Project Funds	0.00	0.00	0.00	0.00
Capital Projects Reimb Funds	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	50,000.00	(50,000.00)
Pension Expense	0.00	0.00	0.00	0.00
Net Profit / (Loss)	(10,329.89)	(4,942.01)	5,801.00	(10,743.01)

AP Payments Check Register

AP Check Register

Glenn County Fair
Sam Harrison

Wednesday, April 8, 2020 5:00:47PM

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Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
42431	3/4/2020	ORLANDAA	Orland Alumni Assc.	250.00	3,868
42438	3/10/2020	CFSA	California Fair Services Authority	595.00	3,875
42439	3/12/2020	CFSA	California Fair Services Authority	3,878.45	3,876
42440	3/12/2020	OrlWom	Orland Women's Improvement Club	100.00	3,877
42441	3/12/2020	ADMIT	Admit One	367.42	3,878
42442	3/13/2020	GCOE	Glenn County Office of Education	420.00	3,879
42443	3/13/2020	RoSil	Rosa Silveira	1,075.00	3,880
42452	3/18/2020	NivWit	Nivia Witt	400.00	3,892
42453	3/19/2020	GlenCoRep	Glenn County Republican Party	1,000.00	3,893
42459	3/27/2020	Ace	Orland Ace Hardware	502.24	3,899
42460	3/27/2020	ADMIT	Admit One	659.09	3,900
42461	3/27/2020	CorLum	CORNING LUMBER	44.83	3,901
42462	3/27/2020	DanEle	Dan's Electrical Supply	1,132.40	3,902
42463	3/27/2020	GraRoc	Gray Rock	437.94	3,903
42464	3/27/2020	PONCI	PONCI'S WELDING	152.57	3,904
FedTax022820	3/4/2020	IRS	Internal Revenue Services	1,978.64	3,860
CATax022820	3/4/2020	edd	Employment Development Department	152.62	3,861
FedTax031320	3/18/2020	IRS	Internal Revenue Services	1,381.47	3,881
CATax031320	3/18/2020	edd	Employment Development Department	56.35	3,882
42425	3/3/2020	DelDen	Delta Dental	128.28	3,862
42426	3/3/2020	ElaBra	ELAINE BRAMMELL	142.69	3,863
42427	3/3/2020	Leaf	Leaf	242.43	3,864
42428	3/3/2020	LisHan	Lisa Hansen	50.37	3,865
42429	3/3/2020	Ric Ble	Rich Blessing	75.00	3,866
42430	3/3/2020	UniqImag	Unique Images LLC	1,743.00	3,867
42432	3/10/2020	AWARDS	AWARDS COMPANY	134.01	3,869
42433	3/10/2020	FaiPub	FAIR PUBLISHING HOUSE	863.58	3,870
42434	3/10/2020	GleCoDepOf	Glenn County Department of Weights and Me	424.00	3,871
42435	3/10/2020	OrlWom	Orland Women's Improvement Club	500.00	3,872
42436	3/10/2020	RicSmi	Richard Smith	200.00	3,873
42437	3/10/2020	WASTMA	Waste Management	260.83	3,874
42444	3/17/2020	AdvDoc	Advanced Documents	29.29	3,883
42445	3/17/2020	ATTcalnet3	AT&T Calnet 3	205.36	3,884
42446	3/17/2020	CITYOFO	CITY OF ORLAND	849.50	3,885
42447	3/17/2020	MarJon	Margaret Jones	100.00	3,886
42448	3/17/2020	MarMou	Mary Moulton	100.00	3,887
42449	3/17/2020	MarWri	Marian Wright	100.00	3,888
42450	3/17/2020	CFSA	California Fair Services Authority	1,000.00	3,889
42451	3/17/2020	ATTWireless	ATT Wireless	56.35	3,890
42454	3/19/2020	CroPet	Cross Petroleum	110.08	3,894
42455	3/24/2020	OSC	OSCAR'S	592.63	3,895
42456	3/24/2020	ATTInt	AT&T	165.23	3,896
42457	3/24/2020	CIT	Cit	118.53	3,897
42458	3/24/2020	USBANK	US Bank	1,359.89	3,898
EFTFeb2020	3/17/2020	CaPubEmp	Ca Public Employees' Retirement System	5,278.13	3,891
<hr/>					
Total Payments:	45				
Total Amount:	29,413.20				

Trial Balance

Current (3/1/2020 - 3/31/2020)

Glenn County Fair
Sam Harrison

Unit Of Measure: \$

Wednesday, April 8, 2020 4:55:13PM

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Account	Beginning Balance	Debit	Credit	Net Activity	Ending Balance
11100-00-000-A Cash - Petty	400.00			0.00	400.00
11350-00-000-A Cash - Operating - Tri Counties Bank	348,094.21	42,716.52	45,514.11	2,797.59-	345,296.62
11600-00-000-A Cash - LAIF #13-11-001	126,252.37			0.00	126,252.37
11700-00-102-A Cash - JLA Tri Co. Bank #55404264	99,062.55	1,502.56		1,502.56	100,565.11
13100-00-000-A Accounts Receivable	1,175.39	39,415.66	39,415.66	0.00	1,175.39
13100-00-102-A A/R - Junior Livestock Auction	1,495.00		1,495.00	1,495.00-	0.00
13120-00-000-A Employee AR	10.01			0.00	10.01
13199-00-000-A AR Clearing	0.00	2,195.00	2,195.00	0.00	0.00
16000-00-000-A Deferred Outflows of Resources	117,583.35			0.00	117,583.35
19100-00-000-A Land	16,264.28			0.00	16,264.28
19200-00-000-A Bldgs & Improvements	2,802,674.79			0.00	2,802,674.79
19210-00-000-A A/D - Bldgs & Improvements	2,211,217.12-			0.00	2,211,217.12-
19300-00-000-A Equipment	108,742.66	28,140.00		28,140.00	136,882.66
19310-00-000-A A/D - Equipment	67,973.04-			0.00	67,973.04-
20100-00-000-A A/P - Payroll	0.00	26,384.42	26,384.42	0.00	0.00
21100-00-000-A Fees Collected - CFSA SE	0.00	595.00	595.00	0.00	0.00
21200-00-000-A Accounts Payable	9,966.31-	26,843.32	60,242.91	33,399.59-	43,365.90-
22110-00-000-A A/P - Social Security	0.00	2,047.96	2,047.96	0.00	0.00
22120-00-000-A A/P - Medicare	0.00	537.24	537.24	0.00	0.00
22200-00-000-A A/P - PST	0.00		164.64	164.64-	164.64-
22310-00-000-A A/P - PERS	0.00	6,212.76	6,212.76	0.00	0.00
22330-00-000-A AP - OPEB	3,759.12-		472.96	472.96-	4,232.08-
22400-00-000-A A/P - State	0.00	244.79	244.79	0.00	0.00
22500-00-000-A A/P - Federal	0.00	1,384.74	1,384.74	0.00	0.00
22610-00-000-A A/P - Deferred Compensation	0.00		602.45	602.45-	602.45-
22620-00-000-A A/P - Dental	128.28-	128.28	128.28	0.00	128.28-
22630-00-000-A A/P - Vision	9.69-	12.85	11.27	1.58	8.11-
22660-00-000-A A/P - Union Dues	756.00-		54.00	54.00-	810.00-
22690-00-000-A Salt Creek Labor Liability	1,392.16-			0.00	1,392.16-
22800-00-000-A Deferred Income	1,450.00-			0.00	1,450.00-
24100-00-000-A Guarantee Deposits	14,550.00-	2,050.00	1,400.00	650.00	13,900.00-
24500-00-000-A Leave Liability	29,879.50-			0.00	29,879.50-
24800-00-000-A A/P - Workers' Comp	473.17	1,262.35	1,113.49	148.86	622.03
25100-00-102-A Net Reserves - JLA	124,550.62-			0.00	124,550.62-
25200-00-000-A Net Reserves - Oral/RR	14,497.14-			0.00	14,497.14-
25500-00-000-A LTD- SB 84 / GASB 68	49,980.00-			0.00	49,980.00-
25600-00-000-A Deferred Inflows of Resources	17,254.94-			0.00	17,254.94-
26000-00-000-A Net Pension Liability	430,057.54-			0.00	430,057.54-
29100-00-000-A Net Reserves Available for Operations	969,324.66-			0.00	969,324.66-
29400-00-000-A Reserves - GASB Pension	329,729.12			0.00	329,729.12
40010-40-301-A Admissions - EV - RR	0.00		0.00	0.00	0.00
40010-40-402-A Interim Auto Racing	0.00		500.00	500.00-	500.00-
40030-70-100-A Admissions Boxed Seats - GS - Fair	0.00		250.00	250.00-	250.00-
41010-35-100-A Commercial Space Outside - CS - Fair	550.00-			0.00	550.00-
41020-35-100-A Commercial Space Inside - CS - Fair	0.00		1,200.00	1,200.00-	1,200.00-
42010-35-100-A Concessions Food - CS - Fair	2,650.00-		1,350.00	1,350.00-	4,000.00-
42500-40-100-A Entry Fees - Queen/Princess Pagent	0.00		75.00	75.00-	75.00-
42500-80-100-A Entry Fees - Livestock	190.00-		1,677.00	1,677.00-	1,867.00-
43500-00-000-A Interest	59.32-		30.98	30.98-	90.30-
44500-00-400-A Donations - NF	800.00-			0.00	800.00-
45600-80-100-A Advertising Revenue - EX - Fair	75.00-			0.00	75.00-
46000-40-400-A Rental Grounds - EV - NF	3,745.00-		1,810.00	1,810.00-	5,555.00-
46010-40-400-A Rentals Buildings - EV - NF	41,376.03-	1,575.00	6,723.45	5,148.45-	46,524.48-
46011-40-400-A Rental Building - E Center	2,406.00-		1,203.00	1,203.00-	3,609.00-
46040-40-400-A Rental Stall NF	100.00-			0.00	100.00-
46500-40-100-A RV Camping - Event - Fair	1,975.00-		3,800.00	3,800.00-	5,775.00-
46500-40-400-A RV Camping, Non Fair	2,150.00-	300.00	300.00	0.00	2,150.00-
48000-00-102-A Sponsorships - JLA	7,260.00-		3,612.00	3,612.00-	10,872.00-
48000-40-100-A Sponsorships - EV - Fair	18,850.00-		4,700.00	4,700.00-	23,550.00-
48500-00-000-A Reimbursements - General (Doyle)	0.00		2,395.45	2,395.45-	2,395.45-
48500-40-400-A Reimbursements - EV - NF	1,236.21-		3,003.00	3,003.00-	4,239.21-
48500-40-403-A Reimbursements, EV, Avenue of Lights	8,855.92-		5,701.76	5,701.76-	14,557.68-

Trial Balance

Current (3/1/2020 - 3/31/2020)

Glenn County Fair

Sam Harrison

Unit Of Measure: \$

Wednesday, April 8, 2020 4:55:13PM

Page 2

Account	Beginning Balance	Debit	Credit	Net Activity	Ending Balance
49500-00-000-A Other - General	26.76			0.00	26.76
49500-00-102-A Other - JLA	19.75-		7.56	7.56-	27.31-
50000-11-000-A Wages Perm - AD	6,605.15	4,323.73		4,323.73	10,928.88
50000-12-000-A Wages Perm - MN	9,816.00	4,908.00		4,908.00	14,724.00
50100-11-000-A Wages Temp - AD	10,440.46	3,635.50		3,635.50	14,075.96
50100-12-000-A Wages Temp - MN	7,330.25	5,690.75		5,690.75	13,021.00
51000-11-000-A Employee Benefits - AD	103.30	83.01		83.01	186.31
51000-12-000-A Employee Benefits - MN	631.92	277.23		277.23	909.15
51009-11-000-A Pers Employer Benefits - AD	3,749.23	1,833.30		1,833.30	5,582.53
51009-12-000-A Pers Employer Benefits - MN	5,161.37	3,226.78		3,226.78	8,388.15
51100-11-000-A Payroll Taxes - AD	1,001.46	484.24		484.24	1,485.70
51100-12-000-A Payroll Taxes - MN	1,306.78	808.36		808.36	2,115.14
51200-11-000-A Workers' Compensation - AD	1,022.75	477.56		477.56	1,500.31
51200-12-000-A Workers' Compensation - MN	1,028.78	635.93		635.93	1,664.71
52000-13-100-A Advertising - PU - Fair	559.24			0.00	559.24
57000-11-000-A Dues & Subscriptions - AD	1,282.79			0.00	1,282.79
58040-75-100-A Queen Expense - ET - Fair	142.69			0.00	142.69
60000-11-000-A Insurance - AD	2,929.50	1,964.75		1,964.75	4,894.25
63000-12-000-A Utilities - MN	11,084.56	3,384.92		3,384.92	14,469.48
64000-12-000-A Maintenance & Repairs - MN	1,673.24	4,542.93		4,542.93	6,216.17
64010-12-000-A Maintenance & Repairs Grandstand - MN	152.57			0.00	152.57
65000-11-000-A Other - AD	1,077.63	136.18		136.18	1,213.81
65000-12-000-A Other - MN	0.00	437.94		437.94	437.94
65000-40-102-A Other - JLA	7,034.55	2,167.00		2,167.00	9,201.55
65000-80-100-A Other - EX - Fair	0.00	100.00		100.00	100.00
65060-12-000-A Fuel Purchase Expense	163.75	110.08		110.08	273.83
66000-80-100-A Plaques & Awards - EX - Fair	0.00	431.79		431.79	431.79
67000-11-000-A Postage - AD	228.15	10.47		10.47	238.62
69000-11-000-A Professional Services - AD	5,475.09	618.96		618.96	6,094.05
69000-40-100-A Professional Service - Fair	747.81	29.29		29.29	777.10
70000-80-100-A Exhibit Guide - EX - Fair	978.49			0.00	978.49
74000-11-000-A Supplies - AD	537.71	594.06		594.06	1,131.77
74000-40-100-A Supplies - Fair	1,854.05	2,584.60		2,584.60	4,438.65
74000-40-102-A Supplies - JLA	422.30	822.30		822.30	1,244.60
75000-11-000-A Telephone - AD	1,390.74	426.94		426.94	1,817.68
78000-12-000-A Trash Removal Clean Up - MN	1,128.38	260.83		260.83	1,389.21
\$ Grand Totals	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	0.00	228,555.88	228,555.88	0.00	0.00

Livestock Ad-Hoc Committee's Recommendation

Estimated 150 Exhibitors to participate. Fees for the auction and show would be deducted from the exhibitors check. CEO Martin suggests waiving commission for 2020 as sale prices will be below average of normal years.

Show & Sale Options:

The Committee is recommending using SOnline for a virtual show and sale. Cost would be \$20 per exhibitor. Auction would be run as a static sale with a horse race finish. Sale is set to happen as previously scheduled on May 16th.

Additional Notes:

- If Auction does not happen, Buyers groups won't be able to offer traditional price supports but are able to issue stockman's awards
- All 4-H & FFA members that have met their normal fair requirements would be eligible to participate.
- Having a virtual show portion enables the kids to display their projects to the judges that have already been contracted by the fair. This fee would be covered by the exhibitor and would require them to upload a short video that is easy and offers another learning opportunity. An instructional video will be shared with all kids on how to make their video. There would be a ranking of animals that would allow us to generate an appropriate auction sale order-based judge's placings. You would still be able to have champions for each species and offer those awards to the kids. Also, a great opportunity to promote something positive in the community via local news publications and social media.
- The auction would give every participant an opportunity to market their animal in the most normal manner that has traditionally been conducted within the community. Having the auction would allow all the local buyers groups an opportunity to support kids whether purchasing animals or offering support pricing to kids.
- Finances will still be handled through the Fair.

Shipping Procedures:

Subject to change. Shipping guidelines will follow the Standard Operating Procedures set by CDFA. These SOP's have yet to be released.

Procedures will also follow guidelines set by Glenn County HHSA. Currently, no more than 12 people in one space at one time.

Everyone on grounds will be required to sign a release of liability.

All livestock sold through the Glenn County Fair Junior Livestock Auction will be vet checked, quality checked, and medical declaration forms will be collected.

Only one person per vehicle and the individual must remain in their vehicles while on the fairgrounds.

Fair Staff & Volunteers will be required to wear Personal Protective Equipment (PPE) while working the load outs

- Shipping livestock will happen at the Glenn County Fairgrounds over a two-day period as outlined by the Glenn County HHSA.
- Sheep/Goats and Steers will be gathered between 7:00 AM & 11:00 AM on Sunday, May 17th. Livestock will be sorted and shipped that afternoon.
- Hogs will be gathered between 7:00 AM & 11:00 AM on Monday, May 18th. Hogs will be sorted and shipped that afternoon.
- All small animals will be resale. Small animals will be collected Sunday, May 17th from 2:00 PM to 3:00 PM.

Considerations:

- Glenn County Public Health states gathering animals is acceptable if social distancing and other safety measures are followed, and PPE is given to staff and volunteers.
- Livestock intended for human consumption is considered exempt
- No insurance coverage for volunteers & others on fairgrounds relating to COVID-19
- Governor/CDPH declares no gatherings of any kind on March 16th
- If State guidelines are not followed, funding and allocations for the Fair could be revoked. Current funding totals \$236,228.
- The Board of Directors are appointed by the Governor directly and CEO is an employee of the State. Following the guidelines set by the Governor is highly recommended.

Fair Expenses Relating to Online Show/Auction

Prouty Livestock Hauling	\$ 2,000.00
Set Up/ Tear Down-Maintenance	\$ 10,000.00
Data Entry	\$ 2,500.00
Administrative	\$ 7,000.00
Scale Cert.	\$ 214.00
Cost of Show/Auction	\$ 1,500.00
Judges	\$ 1,200.00
National Pork Check Off	\$ 125.00
Group Animal Insurance	\$ 485.00
PPE (Gloves, Masks, Santizers Etc.)	\$ 500.00
Admin Overhead (Paper, Printing, Etc.)	\$ 400.00
Brand Inspector	\$ 75.00
Credit Card Terminal Rental	\$ 165.00
Ear Tags	\$ 1,100.00

Total \$ 27,264.00



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

**CDPH Guidance for the Prevention of COVID-19 Transmission for
Gatherings
March 16, 2020**

To protect public health and slow the rate of transmission of COVID-19, gatherings as described below should be postponed or canceled across the state of California until further guidance is issued by the California Department of Public Health.

The California Department of Public Health finds the following:

- All gatherings should be postponed or canceled.
 - This includes gatherings such as concerts, conferences, and professional, college, and school sporting events.
- Gyms, health clubs, and theaters should be closed.
- A “gathering” is any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space.

This applies to all non-essential professional, social, and community gatherings regardless of their sponsor. Gatherings that do not meet the aforementioned criteria should only be conducted when they are essential—that is, if the activity is essential and could not be postponed or achieved without gathering, meaning that some other means of communication could not be used to conduct the essential function.

What will this achieve?

The timely implementation of aggressive strategies that create social distance and those that reduce close contact of people not regularly together, including limiting gatherings, has proven effective in prior pandemics at delaying rates of transmission and reducing illness and death.

By decreasing the prevalence of disease across California we will:

- Reduce the number of Californians who contract COVID-19 before an effective treatment or vaccine is available.

California Department of Public Health
1615 Capitol Avenue, Sacramento, CA 95814



- Protect those most likely to experience severe symptoms, such as older Californians and those with underlying chronic conditions.
- Preserve and protect our health care delivery system, including our health care workforce, so they can care for the least healthy individuals in the community for any medical condition, not just COVID-19.
- Minimize the social and economic impacts of COVID-19 over the long run.

How long will these limitations apply?

This guidance will remain in place until further guidance is released by the California Department of Public Health. As with all guidance that relates to COVID-19 response, authorities will revisit this guidance on a regular basis to evaluate the continued public health need for it and to evaluate if any elements need to be changed. To stay informed, continue to monitor the California Department of Public Health's web page on [COVID-19 guidance](#).

Examples of Essential Events this Does Not Apply To

The goal of this recommendation is to prevent people physically coming together unnecessarily, where people who have the infection can easily spread it to others. This guidance does not apply to activities such as attendance at regular school classes, work, or essential services.

Please see the guidance for schools document for additional information.

Certain activities are essential to the functioning of our state and must continue. Hence, this does not apply to essential public transportation, airport travel, shopping at a store, mall, or farmers' market, or charitable food pantries and distributions. Other specific guidance can be found on the [CDPH website](#) to help people take actions that can protect them in those settings.

This does not apply to congregate living situations, including dormitories and homeless encampments. For more information on what can be done to protect homeless individuals, please see the [Guidance for Homeless Assistance Providers on Novel Coronavirus \(COVID-19\) \(PDF\)](#).



COUNTY OF GLENN

HEALTH & HUMAN SERVICES AGENCY

Christine Zoppi
Director

Erin Valdez
Deputy Director
Administration

Amy Lindsey
Deputy Director
Behavioral Health

Bill Wathen
Deputy Director
Social Services

Grinnell Norton
Deputy Director Public Health
Director of Nursing

Vacant
Deputy Director
Community Action

April 13, 2020

CDFA
Geoff Bitle

Dear Geoff,

With the cancelation of the Glenn County Fair this year due to the pandemic crisis, we here at public health are in support of alternate ways of supporting the idea and execution of a virtual sale of animals raised this season by our youth.

In conjunction with the guidance you will receive from the Fair and Expositions Branch we would support a virtual auction/sale to be held at the Fairgrounds over a 2 day period with a staffing structure of no more than 12 individuals sometime in May. Currently if social distancing could be maintained and no one who participates is under a quarantine due to an exposure to an actual Covid-19 case, or are sick themselves we would support this activity.

When the date gets closer we are available to assist with providing the most current guidance to make this endeavor a safe success for all involved.

Sincerely,

A handwritten signature in black ink, appearing to read "Grinnell Norton", is written over a circular stamp.

Grinnell Norton RN, PHN
Deputy Director Public Health

April 2, 2020

Open letter to Glenn County 4-H YD/UCCE

cc: Glenn County Fair Board of Directors

To all involved,

With all due respect to the 4-H community, I would like to point out several reasons why hosting a junior livestock auction, even virtually, is not the best way to handle the disposal of member owned animals due to the cancellation of the Glenn County Fair and affiliated junior livestock show and auction.

First, we are facing a health crisis which has already claimed over 5,000 American lives and has affected over 200,000 others, with local areas reporting cases. We should all be somewhat concerned. Our children are relying on us to protect them, and the state has issued a shelter-in-place order. Selling an animal for 4-H is NOT an essential activity worthy of risking their health by leaving their homes and being exposed to others. They are out of school for the purpose of sheltering in place. By proposing this activity, you are essentially telling 4-H members that it is okay to disregard rules and regulations. None of you, I hope, are comfortable with that.

Second, 4-H is an organization brought to us through the University of California system, a well-respected educational agency which exemplifies research and science. As California 4-H self-reports, 72% of 4-H members would like to pursue a career in science. The labor market for science-based jobs is immense, and as we've seen through recent events, those jobs are critical to our livelihood. This is the perfect time to focus 4-H projects on science-based activities where they can learn about viruses, biology, vaccines, and health care, which will go much further in their preparation for the real world than selling an animal through an online sale. A brief course in agricultural marketing could also be offered to assist members in finding private party buyers.

Which brings me to my final point – the real world. If your 4-H members are participating to obtain real life experience about the agricultural industry, there is no better, albeit unpleasant, lesson than this: our commodities do not always make it to market, and often not for the price we would like to see. Encouraging a child to raise an animal with only the outcome of a ribbon and an inflated check at the end of the project in mind, is not only a tick irresponsible, but cruel. Weather, markets, ill health of the animal or the caretaker, and other catastrophes happen, and we must ready any young person interested in an agricultural career for that truth. The Midwest is currently recording the highest suicide rate for farmers since the great depression; your child not being able to show their hog and bring home \$7/lb. for it seems pretty insignificant in comparison.

I believe you are doing a great disservice to 4-H members to direct them to disobey a state order. I believe you are doing a great disservice as a 4-H leader if the only resource you have to help a member dispose of an animal is the livestock auction at the fair. (Have breeders, processors, and community members involved in your curriculum, and as part of a plan B for safe and reasonable solutions, in any project year.) I believe you are doing a great disservice to your members to ask them to bring their animal to a central location where hundreds of other people are going to gather over the course of a few days to weigh, video, sell, and/or load out animals – even with disinfecting precautions you are putting their health and the health of others at risk.

There are community members and organizations who, when asked, have continuously stepped up to help local kids. Solutions are available that do not put the health and integrity of kids or the 4-H organization at risk. Agriculture is a tough business, as many of us know, and trying to protect our kids from a disappointment at the potential cost of someone's health doesn't go very far in helping them gain the toughness, empathy, or critical thinking needed to survive and thrive in this industry, or anywhere else in the real world.

With respect,



Heather Chavez

Former 4-H and FFA member, former 4-H leader, daughter and granddaughter of 4-H leaders, and concerned community member

From: Rachel Tanson <raetanson@yahoo.com>
Sent: Thursday, April 9, 2020 3:19 PM
To: Fair
Subject: Virtual show

Hi Mikki

I know you have been overwhelmed with emails and notes on Facebook about a virtual show . As a ffa parent I think this a great idea! I'm am not only a ffa parent but a 4h leader also who's main concern is making sure the kids get recognized for their work. Also hoping there is enough money to sell all these animals.

I appreciate everything you are doing and I know it not sticky up to you.

Thanks

Rachel Tanson

Ffa mom

4h leader

Sent from Yahoo Mail for iPhone

April 5, 2020

Dear Glenn County Fair Board Members:

The purpose of this letter is to garner your support of a virtual event that would allow the youth of our county – both FFA and 4-H – to show and sell their market animals.

It is an understatement to say we are in uncharted waters. As a school administrator, Nikol will tell you that this certainly is not what she signed up for, yet our current pandemic has challenged many of us to “think outside the box”.

We appreciate the Board providing the April 1 meeting as a Zoom meeting as it allowed us to attend virtually. From our perspectives as community members, it appeared to us that the Board had not given the community an opportunity to present viable options.

While Glenn County is a small county, we feel we are very fortunate to have a wide variety of resources that could be utilized in this time of need. As we know by now, Glenn County is not the first county to cancel a fair. (We feel for those counties that were at the beginning of this surge, as they had limited or no options, and simply cancelled.) Fortunately, that is not the case in Glenn. Innovators across our great country are assisting local fairs in supporting virtual shows and sales.

Since the April 1 Fair Board meeting, we have reached out to a few 4-H leaders as well as friends who have experience in the show ring beyond Glenn County. All of our conversations have identified ways in which the local youth could virtually show and/or sell their animals once destined to their local fair. This is an opportunity to reach out to the community and come together to help our youth make the best of a bad situation.

By now, you may be asking why it is important to us that we find a viable alternative to the local fair. Yes, we have daughters who are busy raising three pigs. We get excited about the opportunity they may have to participate in a virtual show and what they will learn from it. As an educator, Nikol knows firsthand that our youth are “wired” for this. They have no fear of technology and will take this on as a great challenge. What a great opportunity for all Glenn County kids!

The road ahead is a bumpy one, however, we ask the Glenn County Fair Board to reach out to their local community and work together to identify viable options to a virtual show and/or sale.

Thank you,

John and Nikol Baker

John and Nikol Baker

April 9, 2020

Dear Glenn County Fair Board,

My name is Heather Wyman and I am a 4-H leader for two different projects for the Glenn County Lake 4-H club. I have participated in 4-H since I was in elementary school and I loved the experiences that I got from being involved in all the different projects. 4-H was the highlight of my elementary years because of everything that I learned. I am now passing that experience on to my children, as they have participated in 4-H for the last 3 years. Part of that experience is being able to show and sell your animals at the fair.

I am writing to you today to ask that you please create some type of online auction so that some of these kids can have that experience. We are faced with hard times right now because of this pandemic, but should our children who have worked hard to get their animals to the fair have to suffer for that? We as a community understand that the fair had to be cancelled, this pandemic is nothing to be taken lightly. While we are all trying to adjust to our new normal because of this pandemic, I feel the children should still be able to sell their animals. I believe that by the Glenn County Fair board creating an online auction, these kids will still be able to have part of that experience.

I would like to take this time to thank you for any help you can be in making this happen for these kids. I know that the decisions you as a board make are not always easy, but that you try to do what is best for this county. I hope that my letter helps in making this decision easier knowing that this is something that the community wants to have happen.

Sincerely,

Heather Wyman

Lake 4-H



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
Karen Ross, Secretary

April 6, 2020

F2020-07

TO: All Fairground CEOs and Board Chairs

SUBJECT: Instructions to Become a Qualified Fair for New Fair Funds

Governor Newsom issued an Executive Order which included changes to the requirements for AB 1499 funds (New Fair Funds) during the COVID-19 emergency. The Executive Order will allow CDFA to distribute New Fair Funds to all fairs, including those fairs that cannot currently meet the 30 percent above minimum wage requirement. All other workforce requirements for meal and rest periods and overtime are still a requirement.

The California Department of Food and Agriculture (CDFA) has funding available for all fairs in the Network, subject to certain conditions and pursuant to Business and Professions Code (BPC) section 19620.15. Funds are available immediately for general operational support costs.

Below is information about application deadline, required workforce conditions to be met, and description of the required submittals.

Application Deadline and Submission

Allocation requests must be submitted while the Executive Order and duration of the proclaimed emergency is in effect, but no later than June 1, 2020. Resolution and Memorandum of Understanding shall be submitted via email to Greg Ferrero at Gregory.Ferrero@cdfa.ca.gov.

Required Work Conditions

Pursuant to Business and Professions Code section 19620.15, to be a qualified fair eligible for funding, the fair and the relevant lessees shall provide, without interruption, the following conditions to non-management employees:

- ✓ A meal period of not less than 30 minutes for a work period of more than five hours per day, unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and the employee.
- ✓ A second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the



employer and the employee, and the first meal period was not waived.

- ✓ Compensation at the rate of no less than one and one-half times the regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one workweek, and the first eight hours worked on the seventh day of work in any one workweek.
- ✓ Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.
- ✓ Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of a work week.

Non-management employees who will receive the above benefits are those not in a supervisory role or have management decision making authority.

The leases affected are those tenants that have exclusive and continuous rights to occupancy at the fairgrounds for one year or longer. For example, a bakery occupying a building at the fairgrounds under a one-year agreement.

Required work conditions do not apply to:

- ✓ Employees covered by a valid collective bargaining agreement if that agreement expressly provides for all of the following:¹
 - Wages, hours of work, and working conditions of the employees.
 - Meal periods for the employees, including final and binding arbitration of disputes concerning application of its meal period provisions.
- ✓ Interim events and short-term rentals less than a year. For example, a four-day music festival under a five-year agreement with the fair. The music festival does not have rights to continuous and exclusive use year-round at the fairgrounds and would be excluded from the required work conditions.
- ✓ Lessees that employ less than fifty employees of a fulltime status as determined by the Internal Revenue Service's Monthly Measurement Method.

¹ BPC section 19620.15 (h)(3)(C) is temporarily suspended while the Governor's Proclamation of the COVID-19 Emergency is in effect, pursuant to Executive Order N-40-20 (March 30, 2020).

Required Submittals

Board approved resolution (Attachment A) signed by CEO and Board President:

- ✓ Board's request for a general support allocation.

Memorandum of Understanding (Attachment B) signed by CEO or Board President:

- ✓ Board's approval of the for General Operational Support.
- ✓ Board's approval to provide the required work conditions to all non-management employees.
- ✓ Board's approval to require lessees provide the required work conditions to all non-management employees.

Board approved policies (see attached policy templates):

- ✓ Board's approved policies to ensure workforce requirements are met and incorporated into leases.

If any questions regarding letter, please contact John Quiroz at John.Quiroz@cdfa.ca.gov or (916) 900-5025.

Sincerely,

John Quiroz, Chief
Fairs and Exposition Branch

Enclosed

Attachment A

Resolution to Determine the Eligibility of the Glenn County Fairgrounds To receive Sales and Use Tax Allocations AB 1499 Funding Under Executive Order N-40-20

A resolution of the Glenn County Fairgrounds Board requesting access to the Sales and Use Tax Allocations AB 1499 (New Fair Funding) as of April 14, 2020 . The Glenn County Fairgrounds Board understands that in order to receive New Fair Funding the fair and its lessees, will need to abide by the following work conditions for non-management employees in the manner described under in Chapter 3 of Division 7 of Title 3 of the California Code of Regulations. The Executive Order N-40-20 is suspending Business and Professions Code section 19620.15(h)(3)(C) throughout the duration of the proclaimed emergency.

- A meal period of not less than 30 minutes for a work period of more than five hours per day, unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and the employee.
- A second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the employer and the employee, and the first meal period was not waived.
- Compensation at the rate of no less than one and one-half times the regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one workweek, and the first eight hours worked on the seventh day of work in any one workweek.
- Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.
- Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of a work week.

The Glenn County Board agrees to these terms and, as required by the regulations, has adopted a policy that outlines the required work conditions for all non-management employees of the fairgrounds and lessees.

Additionally, the Glenn County Fairgrounds Board has approved contracting policy and procedures that stipulates that all lessees covered by the regulations are required to provide to non-management employees the required work conditions and that all leases shall include the required contract provisions.

Passed, approved, and adopted on this day, (insert date).

Ayes:

Nayes:

Abstentions:

The above statement is verified and true:

Approved:

_____	4/14/2020
Board Chair Signature	Date

Jacob Chavez
Print Name

_____	4/14/2020
CEO Signature	Date

Miki Martin
Print Name

California Department of Food and Agriculture
Fairs & Expositions – California Network of Fairs
New Fair Funding Allocation Program

**Grant for General Operational Support
Memorandum of Understanding (MOU)**

A. Purpose and Authority

The general operational support granted by the California Department of Food and Agriculture (CDFA) to the 42nd DAA (Fair) is subject to the following terms and conditions as required by Business and Professions Code (BPC) section 19620.15 and CDFA's audit authority under BPC section 19620. BPC section 19620.15 (h)(3)(C) is temporarily suspended while the Governor's Proclamation of the COVID-19 Emergency is in effect, pursuant to Executive Order N-40-20 (March 30, 2020).

B. Responsibilities of the Fair

1. The fair shall expend the funds for general operations only. Permissible uses include essential expenses only such as payroll, utility bills, loan obligations, etc.
2. The fair shall provide and require its lessees to provide, without interruption through at least June 30, 2021, the following conditions to all non-management employees (unless exempt as provided in the following paragraph):
 - a. A meal period of not less than 30 minutes for a work period of more than five hours per day, unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and the employee.
 - b. A second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the employer and the employee, and the first meal period was not waived.
 - c. Compensation at the rate of no less than one and one-half times the regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one workweek, and the first eight hours worked on the seventh day of work in any one workweek.
 - d. Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.
 - e. Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of a workweek.
3. Exempt from the work conditions are the following:
 - a. Employees covered by a valid collective bargaining agreement if that agreement expressly provides for all of the following: (1) Wages, hours of work, and working conditions of the employees; (2) Meal periods for the employees,

including final and binding arbitration of disputes concerning application of its meal period provisions.

- b. Interim events and short-term rentals of a term less than a year.
 - c. Lessees that employ less than fifty employees of a fulltime status as determined by the Internal Revenue Service's Monthly Measurement Method.
4. The fair shall maintain, through at least June 30, 2021, its employee and contracting policies and procedures that require the Fair and all lessees provide the required work conditions to its non-management employees. Notice of the work conditions shall be provided to all non-management employees that qualify for the benefits and attached to all applicable leases.
5. Leases that grant exclusive and continuous occupancy for a period of one-year or longer shall include the following provisions:
 - a. [Lessee] shall provide to all non-management employees the working conditions, or greater, outlined in "[Required Working Conditions Policy]," attached as Exhibit [A]. Failure to provide the working conditions shall be considered a material breach."
 - b. "[Lessee] acknowledges that the [Fair] is a state institution under the oversight of the California Department of Food and Agriculture (CDFA) which conducts periodic audits for the purpose of ensuring compliance with state law and policy. Upon written request and with reasonable notice, Lessee shall make records available to the CDFA Audit Office for examination in order to confirm compliance with the required work conditions outlined in Exhibit [A]. Records may include but are not limited to, payroll and time keeping records of non-management employees."
 - c. "Lessee shall notify [Fair] within 15 business days of receiving notice of any complaint made by a non-management employee or finding of a violation by a labor or personnel authority, based on the working conditions outlined in Exhibit [A]."
 - d. "Upon a finding that Lessee failed to comply with the required work conditions, Lessee shall provide [Fair] with written assurance within thirty (30) days of the finding that the breach will be cured before the [Fair] may terminate this lease as provided herein."
6. All existing leases shall be amended in writing and signed by the parties to include the required contract provisions and policy.
7. Upon the CDFA audit office's request, the fair shall make available all records necessary to conduct an audit. During an audit, the fair shall assist CDFA in requesting that the lessee make available its records for examination pursuant to the lease.

8. The fair shall inform CDFA in writing within 15 business days of receiving notice of either of the following:
 - a. Any complaint or finding of a violation for the fair's failure to provide the required work conditions to a non-management employee; or
 - b. A final ruling issued by a relevant labor or personnel authority that determines the fair or a lessee did not provide its non-management employees the required work conditions.
9. The fair shall otherwise be in compliance with all labor laws and current with the Department's audit reporting requirements.

C. Responsibilities of CDFA

1. MOU funding in the amount of \$ 190,400.00 to the Fair for its general operational use.
2. Communicate with relevant state and public agencies to ensure District Agricultural Associations are remaining current on obligations owed.
3. At its sole discretion, perform an audit to ensure compliance with work conditions and contract requirements as outlined in BPC section 19620.15.

D. Compliance with Work Conditions

Upon finding a violation of the required work conditions, the following procedure shall apply:

1. The CDFA shall provide written notice of the violation to the fair within 15 days of discovering or receiving notice of the violation.
2. The fair shall respond to CDFA in writing by describing any actions the fair has taken or intends to take to remedy the violation. The fair's response shall be submitted to CDFA no later than 60 days after the date of the CDFA's notice and monthly thereafter until final resolution has been achieved.
3. The CDFA may not terminate the fair's qualified status if written confirmation of resolution or identifiable course of action is provided by the 60-day deadline and the resolution or course of remedial action is accepted by the CDFA in writing.
4. For the first and second violation within the preceding three State fiscal years:
 - a. If the fair fails to respond or refuses to correct the violation or the course of remedial action is unacceptable to the Department, the Department shall terminate the qualified fair status until the fair reapplies to become a qualified fair and has proven compliance for the duration of a State fiscal year.

- b. If the violation is corrected and the remedial action is accepted by CDFA in writing, CDFA may dismiss the violation.
5. For the third violation within the preceding three State fiscal years: The CDFA shall terminate the fair's qualified fair status for the next State fiscal year until the fair reapplies to become a qualified fair and has proven compliance for the duration of a State fiscal year.
6. If the fair fails to respond or refuses to correct the violation or the course of remedial action is unacceptable to CDFA, the CDFA shall terminate the fair's qualified status for the next two State fiscal years and until the fair reapplies to be a qualified fair and has proven compliance for the duration of a State fiscal year.

E. Termination of Qualified Fair Status

To terminate its status as a "qualified fair" eligible to participate in the New Fair Funding Allocation Program, the fair must submit to the CDFA approved Board meeting minutes that memorialize the decision. However, the Fair shall continue to provide to its non-management employees the required work conditions through June 30, 2021.

By signing below, CDFA and the Fair agree to the terms and conditions herein.

CDFA Representative:

Name, Title
Fairs and Expositions Branch
1200 N Street
Sacramento, CA 95814
(916) 999-3000
Email

Fair Representative:

Name, Title Miki Martin, CEO
Name of the Fair 42nd DAA
Address PO Box 667
City, CA Zip Orland, CA 95963
Phone 530-865-1168
Email miki@glenncountyfair.org

Signature

Signature

Date

4/14/2020

Date

Contracting Policies and Procedures
as required by Business and Professions Code (BPC)
section 19620.15
Glenn County Fairgrounds

1. Leases that grant exclusive and continuous occupancy for a period of one-year or longer shall include the following provisions:
 - a. Lessee shall provide to all non-management employees the working conditions, or greater, outlined in Required Working Conditions Policy. Failure to provide the working conditions shall be considered a material breach.
 - b. Lessee acknowledges that the [Fair] is a state institution under the oversight of the California Department of Food and Agriculture (CDFA) which conducts periodic audits for the purpose of ensuring compliance with state law and policy. Upon written request and with reasonable notice, Lessee shall make records available to the CDFA Audit Office for examination in order to confirm compliance with the required work conditions policy. Records may include but are not limited to, payroll and time keeping records of non-management employees."
 - c. Lessee shall notify [Fair] within 15 business days of receiving notice of any complaint made by a non-management employee or finding of a violation by a labor or personnel authority, based on the working conditions outlined in Required Working Conditions Policy.
 - d. Upon a finding that Lessee failed to comply with the required work conditions, Lessee shall provide [Fair] with written assurance within thirty (30) days of the finding that the breach will be cured before the [Fair] may terminate this lease as provided herein.
2. All existing leases prior to (insert date) shall be amended in writing and signed by the parties to include the required contract provisions and policy.
3. Upon the CDFA audit office's request, the fair shall make available all records necessary to conduct an audit. During an audit, the fair shall assist CDFA in requesting that the lessee make available its records for examination pursuant to the lease.
4. The fair shall inform CDFA in writing within 15 business days of receiving notice of either of the following:
 - a. Any complaint or finding of a violation for the fair's failure to provide the required work conditions to a non-management employee; or
 - b. A final ruling issued by a relevant labor or personnel authority that determines the fair or a lessee did not provide its non-management employees the required

work conditions.

5. The fair shall otherwise be in compliance with all labor laws and current with the Department's audit reporting requirements.

Exemptions:

- a. Lessees that employ less than fifty employees of a fulltime status as determined by the Internal Revenue Service's [Monthly Measurement](#) Method.

The above policy is adopted, verified and true:

Approved:

Board Chair signature

Date

Print Name

CEO signature

Date

Print Name

Exhibit A

Required Employee Work Conditions Policy Glenn County Fairgrounds

The Glenn County Fairgrounds will abide by the following work conditions for non-management employees in the manner described under in Chapter 3 of Division 7 of Title 3 of the California Code of Regulations:

- A meal period of not less than 30 minutes for a work period of more than five hours per day, unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and the employee.
- A second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the employer and the employee, and the first meal period was not waived.
- Compensation at the rate of no less than one and one-half times the regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one workweek, and the first eight hours worked on the seventh day of work in any one workweek.
- Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.
- Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of a work week.

This policy applies to all non-management employees employed by the fairgrounds and employees of leases that grant exclusive and continuous occupancy for a period of one-year or longer.

This policy **Does Not** apply to:

- a. Employees covered by a valid collective bargaining agreement if that agreement expressly provides for all of the following: (1) Wages, hours of work, and working conditions of the employees; (2) Meal periods for the employees, including final and binding arbitration of disputes concerning application of its meal period provisions.
- b. Interim events and short-term rentals of a term less than a year.
- c. Lessees that employ less than fifty employees of a fulltime status as determined by the Internal Revenue Service's [Monthly Measurement](#) Method.

The above policy is adopted, verified and true:

Approved:

Board Chair signature

Date

Print Name

CEO signature

Date

Print Name

Contracting Policies and Procedures
as required by Business and Professions Code (BPC)
section 19620.15
Glenn County Fairgrounds

1. Leases that grant exclusive and continuous occupancy for a period of one-year or longer shall include the following provisions:
 - a. Lessee shall provide to all non-management employees the working conditions, or greater, outlined in Required Working Conditions Policy. Failure to provide the working conditions shall be considered a material breach.
 - b. Lessee acknowledges that the [Fair] is a state institution under the oversight of the California Department of Food and Agriculture (CDFA) which conducts periodic audits for the purpose of ensuring compliance with state law and policy. Upon written request and with reasonable notice, Lessee shall make records available to the CDFA Audit Office for examination in order to confirm compliance with the required work conditions policy. Records may include but are not limited to, payroll and time keeping records of non-management employees."
 - c. Lessee shall notify [Fair] within 15 business days of receiving notice of any complaint made by a non-management employee or finding of a violation by a labor or personnel authority, based on the working conditions outlined in Required Working Conditions Policy.
 - d. Upon a finding that Lessee failed to comply with the required work conditions, Lessee shall provide [Fair] with written assurance within thirty (30) days of the finding that the breach will be cured before the [Fair] may terminate this lease as provided herein.
2. All existing leases prior to (insert date) shall be amended in writing and signed by the parties to include the required contract provisions and policy.
3. Upon the CDFA audit office's request, the fair shall make available all records necessary to conduct an audit. During an audit, the fair shall assist CDFA in requesting that the lessee make available its records for examination pursuant to the lease.
4. The fair shall inform CDFA in writing within 15 business days of receiving notice of either of the following:
 - a. Any complaint or finding of a violation for the fair's failure to provide the required work conditions to a non-management employee; or
 - b. A final ruling issued by a relevant labor or personnel authority that determines the fair or a lessee did not provide its non-management employees the required

work conditions.

5. The fair shall otherwise be in compliance with all labor laws and current with the Department's audit reporting requirements.

Exemptions:

- a. Lessees that employ less than fifty employees of a fulltime status as determined by the Internal Revenue Service's [Monthly Measurement](#) Method.

The above policy is adopted, verified and true:

Approved:

Board Chair signature

Date

Print Name

CEO signature

Date

Print Name