



**15th DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING**
Monday March 18, 2019 • 5:00 PM
1142 South P Street, Bakersfield, CA 93307
Administration Office – Board Room

BOARD DIRECTORS

Blodgie Rodriguez (*Chairman*)
Jared Britschgi
Cesar Chavez
David Torres

Ned Dunphy (*Vice-Chairman*)
Lucas Espericueta
NaTasha Johnson
David Lidgett

AGENDA

CALL TO ORDER- CHAIRMAN RODRIGUEZ

Items listed on this agenda may be considered in any order at the discretion of the Chairman. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

ROLL CALL/DIRECTORS ABSENT-CEO OLCOTT

PUBLIC COMMENT: Public comment is only allowed on issues NOT on the current Agenda. No debate by the Board shall be permitted on such public comments. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on a docket item; your comments may be referred to staff for follow up. Comments will be accepted on Agenda items during the meeting. Comments are limited to three minutes.

DIRECTOR COMMENTS

CONSENT CALENDAR: All matters listed are considered by the Board of Directors to be routine and will be enacted in one motion. There will be no discussion of these items prior to the vote unless members of the board, staff or public request specific items to be discussed separately and/or removed from this section.

- a. Approval of Minutes of February 2019 regular meeting
- b. Approval 2019 Interim Rental Agreements
- c. Approval 2019 Standard Agreements

Those persons wishing to attend the meeting and who may require special accommodations pursuant to the provisions of the Americans with Disabilities Act are requested to contact the office of the CEO, 661.833.4900, at least five (5) working days prior to the meeting to ensure the proper arrangements can be made.

For more information concerning this meeting contact:
Michael Olcott, CEO 661.833.4900
www.kerncountyfair.com

COMMITTEE REPORTS

Finance Committee- Lucas Espericueta Chairperson

The Finance Committee Meeting held today at 4:30 PM Tuesday February 19, 2019

- a. Review of Financial Report
- b. Approval of February 2019 Financials

Livestock Committee –Jared Britschgi Chairperson

- a. Recap of Pacific Coast Jackpot Show held on March 9th and 10th, 2019

Facilities Committee-Cesar Chavez Chairperson

Business Development Committee-Ned Dunphy Chairperson

KC's Farm Committee-Ned Dunphy and Lucas Espericueta

- a. Recap of the Board of Directors Meeting held on Wednesday March 13, 2019 at 5:00PM to discuss the vision and direction for KC's Farm.

OLD BUSINESS

- a. California Department of Food and Agriculture-Department of Human Resources/Legal Division- Legal Fees Charged to the 15th District Agricultural Association-Kern County Fair and Event Center

NEW BUSINESS

- a. Approval of a Revised Memo of Understanding (MOU) between the Kern County Fair and Grimm Family Education Foundation. See Addendum A.

MANAGER'S (CEO) REPORT

- a. Fair Update
- b. Fairgrounds Update

CORRESPONDENCE

NEXT REGULAR BOARD MEETING

Next scheduled board meeting is Monday April 15, 2019, in the Association Office at 5:00 PM.

ADJOURNMENT

Those persons wishing to attend the meeting and who may require special accommodations pursuant to the provisions of the Americans with Disabilities Act are requested to contact the office of the CEO, 661.833.4900, at least five (5) working days prior to the meeting to ensure the proper arrangements can be made.

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ADDENDUM A

Memorandum of Understanding

This memorandum of understanding [MOU] is executed by and between The Grimm Family Education Foundation and the Kern County Fair as part of the ongoing relationship between the Foundation, Grimmway Farms, and the Kern County Fair. Linked closely to the sponsorship agreement between Grimmway Farms and the Fair around the KC Farm, this MOU outlines the volunteer services from the Edible Schoolyard Kern County in support of the development of the KC Farm, which includes design, build-out, education curriculum development, and operations. Additionally, it indicates the various roles and responsibilities of both parties during the three-year project; this document covers 2018. As the project matures, the MOU will be updated in January to reflect the services, roles, and responsibilities of each of the 2 subsequent years.

Kern County Farm – Project Intentions

The purpose of this project is to increase the number of students and families who have access to edible education and nutrition through the discovery and development of a healthy relationship with the food they eat. Through this partnership with and investment in the Kern County Farm, Grimmway Farms intends that a sustainable edible education program will expand opportunities for students across Kern County allowing them to participate in edible education programs featuring seasonal lifecycles, seed to table (awareness of where food comes from can lead to a greater appreciation for one's food), nourishment, and environmental stewardship. The garden lessons will be paired with cooking lessons where students learn to harvest, prepare and eat healthy food. Experience validates that students learn through hands on activities and research suggests that early education leads to new eating behaviors that reduce health risks and obesity. To bring these experiences to the KC Farm, the ESY KC is proposing a custom KC Farm Learning Experience based on the ESY's summer camp lessons and program. Students from across Kern County will spend 4 hours during the school year in the garden and kitchen experiencing both environments through selected lessons. These classes presented at the Kern County Farm will increase student, parent, and community awareness and knowledge that healthy communities are comprised of local food systems, sustainable agriculture, physically active members, and people who meaningfully engage and work with one another. Aligning calendars to accommodate KC Fair's multi-use campus will ensure minimal external interruptions while students experience and discover in the garden and kitchen.

Sponsorship Commitments – Grimm Family Education Foundation

Grimmway Farms in partnership with the Edible Schoolyard Kern County will provide KC Farm advice and counsel to (1) develop a comprehensive design plan for the KC Farm; (2) build out a multi-year operating plan and budget that includes staffing, sourcing, teacher development, ESY education programs,

scheduling, risk management, and compliance. MOU between ESY KC and KC Farm will clarify these activities and commitments.

Sponsorship Commitments - Kern County Fair

The garden and educational curricula will feature “seed to table” concepts linked to edible education best practices, including experiential learning focused on natural lifecycles, seed to table, nourishment, and environmental stewardship. These lessons are reinforced and applied through cooking classes and lessons where students learn to harvest, prepare, and eat healthy food. Other characteristics include:

- Fencing around the perimeter of the garden including several entrances
- Assorted Garden Beds in all shapes and sizes
- Paths for easy planting, harvesting and public viewing
- Lighting
- Irrigation
- Outdoor classroom area that will benefit a comfortable learning environment for the public and student visits
- Teaching demonstration tables and benches
- Green House to enhance and help create a year-round garden experience
- Rename and remodel the onsite “Hobby” building. Incorporate windows, portable kitchen, wash and sanitation area, cool box and retail area
- Donor Wall displaying year-round sponsor contributions to KC’s Farm
- Showcasing agricultural industries to the community, offering support to the 4-H and FFA programs, creating agricultural education opportunities

Roles and Responsibilities

Assumptions

1. GFEE/ESYKC: Founding/core program philosophies, intents, quality, and impacts are supported and sustained.
2. Health and wellness will be purposefully integrated into the Kern County Farm curriculum as a core component.
3. Kern County Farm will provide and maintain a year-round garden that supports a year-round edible education curriculum K – 8th.) K-4 is ESYKC and 5-8 is ESYKC + Ag in the Classroom.
4. Kern County Farm will recruit, hire, and monitor teachers and support staff to effectively deliver program objectives and satisfy the core components of the ESYKC and Ag in the Classroom curriculum.
5. GFEE will provide volunteer support for Garden and Kitchen Design/Build Out, Staffing, Special Events, Procurement, Operational Meetings between ESYKC, KC Farms and Grimmway Farms, which adds up to approximately 292 hours.

Programs/Operations/ Activities	GFEF	Hours Consulting	Hours In Kind	Kern County Fair (Farm)	Year
GARDEN					
DESIGN/BUILD OUT	Create design, advise on build out, help with selecting, acquiring plants and advise on planting plan 1. Design 2. Planting 3. System check 4. System training / day to day operations 5. Staffing plan		35 hours consulting (This includes 15 hours to date) Total 50 hours Completed	Build out garden according to design, provide staff for build out and garden maintenance. Hire Manager	1
STAFFING RECOMMENDATIONS	Screen applicants and provide recommendations/advise KC Farm Director on hiring of Staff. (*This is for the inaugural staff) Job hiring package for fee John to provide integration and supervision for the CAL State Partnership and KCF staff led by Eddie. KC Fair Event Calendar Align KC Fair events with seasonal planning activities.	50 hours	6 hours (interviews) \$ 20.00 per packet	KC Farm will review recommended applicants and will participate in interview process and make final decision on hiring All KC Farm staff will follow KC Farm and BCSD hiring processes (i.e. Background Check, TB tests, etc.) KC Farm to provide Maintenance Staff, hire KC Farm Staff KC Farm to hire teachers. (recommend 2 full time for the garden – minimum 1.5 FTE) KC Farm to hire a Program Scheduler. Total staff to hire 2.5 to 3 FTE	2 & 3
TRAINING	Train KC Farm garden staff on seasonal garden production maintenance and best practices Initially train KC Farm Staff and provide training monthly for one year and then as needed based off the provided training trajectory Class room management Other	46 hours total includes: 10 hours for maintenance staff 36 hours for garden staff (1-3-hour sessions – once a month for the first year and then as needed in the following years) Additional Hours: 24 hours Per person for participation in the 3-day ESYKC Training Institute (Applicable rates apply) ** not included in total hours		Create schedules that allow for training activities Training to take place at the ESY KC Learning Center for Garden and Kitchen teachers.	3

PROGRAM IMPLIMENTAION AND OVERSIGHT	ESYKC will routinely visit KC Farm site to ensure founding/core program philosophies, intents, quality, and impacts are supported and sustained. ESYKC will ensure staff is on par with training trajectory.		52 hours	Meets routinely with ESYKC to collaborate on over site	
CURRICULUM	Adopt ESY KC curriculum Kitchen and Garden	TBD		C	3
Programs/Operations/ Activities	GFEF	Hours Consulting	Hours In Kind	Kern County Fair (Farm)	Year
KITCHEN					
DESIGN/BUILD OUT	Create design, advise on build out, help with selecting, acquiring tools and equipment and advise on set up process and plan *Hours dependent on when Kitchen Lead @ KC Farm Hired 1. Design 2. Build out 3. Purchase supplies & Set up 4. Staff plan		50 hours	Build out kitchen according to design, provide staff for build out and kitchen maintenance	2
STAFFING RECOMMENDATION	Screen applicants and provide recommendations/advise KC Farm on hiring of Staff, who will make final decision on hiring. (*This is for the inaugural staff) Job hiring package for fee		6 hours (interviews) \$20 per packet	KC Farm will review recommended applicants and will participate in interview process. All KC Farm staff will follow KC Farm and BCSD hiring processes (i.e. Background Check, TB tests, etc.) KC Farm to provide Maintenance Staff, hire KC Farm Staff. KC Farm to hire teachers. (recommend 2 full time for the garden – minimum 1.5 FTE)	2 & 3
TRAINING	Train KC Farm Kitchen staff on seasonal produce and best practices Kitchen skills Class room management Other	46 hours total includes: 10 hours for maintenance staff 36 hours for kitchen staff (1-3-hour sessions – once a month for the first year and then as needed in the following years) Additional hours: 24 hours Per person for participation in the 3-day ESYKC Training Institute Applicable rates apply** not included in total hours		Create schedules that allow for training activities Training to take place at the ESY KC Learning Center for Garden and Kitchen teachers.	2 & 3

CURRICULUM	Adopt ESY KC curriculum Kitchen and Garden	20 hours			2-3
PROGRAM IMPLIMENTAION AND OVERSIGHT	ESYKC will routinely visit KC Farm site to ensure founding/core program philosophies, intents, quality, and impacts are supported and sustained. ESYKC will ensure staff is on par with training trajectory.		52 hours	Meets routinely with ESYKC to collaborate on over site	3
Programs/Operations/ Activities	GFEF	Hours Consulting	Hours In Kind	Kern County Fair (Farm)	Year
OPERATIONS					
BACK OFFICE ACCOUNTING	No back-office accounting. Provide relevant operational data as requested.	None		Responsible for the timely preparation of all accounting and budget documents to be reviewed by appropriate parties.	
SPECIAL EVENTS AND TOURS	Advise/consult and participate in selected ESYKC related activities.		10 hours/year	Plan and execute all special events and tours based on a strategic approach to engaging stakeholders that align with ESYKC program.	
OPERATONAL MEETINGS BETWEEN ESYKC, GRIMMWAY FARMS, AND KC FARM.	Participate in and provide feedback in regular operational meetings.	20 hours		Host meetings provide meeting location and inform of meeting agenda and schedule. Participate in and provide feedback and information in regular operational meetings.	
SCHEDULES	Advise/ consult KC Farm on site and via email on planting schedules, garden maintenance schedules, and developing class schedules. Provide a quarterly status review to director.	20 hours		Develop, coordinate, and implement schedule with Wayside/Sierra teachers and KC Farm staff Responsible for monitoring teacher's performance.	
Total Hours and Cost Commercial rate = \$75.00 per hour Non-Commercial rate = \$55.00 per hour (Total cost is an estimate at non-commercial rate).		Garden: Hours – 96 Cost - \$5,280.00 Kitchen: Hours – 66 Cost - \$3,630.00 Operations: Hours – 40 Cost - \$2,200.00 *Does not include cost of Participation in Training Institute.	Garden: Hours – 108 Cost - \$5,940.00 Kitchen: Hours – 108 Cost - \$5,940.00 Operations: Hours – 10 Cost - \$550.00		

Changes or modifications to this MOU must be made in writing and agreed upon by both parties.

RJ Valentino, President
Grimm Family Education Foundation
March 01, 2019

Michael G. Olcott, CEO
Kern County Fair
March 1, 2019