



June 10, 2021

TO: Board of Directors
SUBJECT: Board of Directors Meeting

The June Board of Directors Meeting has been scheduled for **Tuesday, June 22, 2021, 3:30 p.m.** Please let us know if you're attending in person or via Zoom.

The following documents are enclosed:

1. June 22, 2021 Board Agenda
2. Regular Board Meeting Minutes of 05/25/2021
3. Check Register, Statement of Operations and Balance Sheet for May
4. Check Register Explanation Sheet
5. Guidance for Fair Events & Livestock Events-Updated - (F2021-05)
6. Rabbit Hemorrhagic Disease Outbreak Biosecurity Practices – CDFA
7. Procurement of Insurance for DAA's – D2016-06

If you have any questions, feel free to call the Office.



1121 S. Chance Avenue, Fresno, California, 93702-3707
559 650-3247 • FAX 559 650-3226 • www.FresnoFair.com

WFA
MERRILL AWARD WINNER

City of
FRESNO

21ST DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 22, 2021 AT 3:30 P.M.

BOARD MEETING NOTICE

Notice is hereby given that a meeting of the 21st District Agricultural Association, Big Fresno Fair Board of Directors will be held on **Tuesday, June 22, 2021, commencing at 3:30 p.m. via Zoom.**

Please be advised, in accordance with Executive Order N-29-20. The 21st DAA, Big Fresno Fair will provide a Zoom option for its upcoming public meeting, to be held on **June 22, 2021 at 3:30 p.m.** Board members and members of the public are strongly encouraged to participate using the Zoom meeting link provided below so as to minimize the spread of COVID-19 and reduce the risk of infection during this current state of emergency. No physical location will be provided.

To participate in the Zoom Meeting, follow this link.

<https://us02web.zoom.us/j/7339943574?pwd=STljOEYzaUF6TzINb09sVVFYaDM1dz09>

Meeting ID: 733 994 3574

Password: 1121

One tap mobile

+16699006833,,7339943574#,,,,0#,,1121#

MISSION STATEMENT

"TO PROVIDE QUALITY EXPERIENCES FOR THE COMMUNITY"
-CELEBRATE, EDUCATE AND HAVE FUN-

NOTE

Please be informed that any member of the public has a right and is invited to participate during this public meeting and may address the Board either during the "Public Comments" portion and/or during the discussion of any particular item listed on the agenda.

Items listed on this agenda may be considered in any order at the discretion of the Chair. 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.

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 21st District Agricultural Association Board or Committee meetings, or in connection with other The Big Fresno Fair ground activities, may request assistance at the Fair Office, 1121 S. Chance Ave., or by calling 559-650-3247, during normal business hours of 9:00 a.m. to 4:00p.m. Monday through Thursday. Requests should be made one (1) week in advance whenever possible.

¹ Persons with disabilities who may require accommodations to attend the meeting are requested to contact the Fair office at (559) 650-3247.

² Questions regarding agenda items should be directed to the Fair office at (559) 650-3247.

³ Public notice required by Government Code – Section 11125(a) is available for viewing at www.fresnofair.com

The agenda for the regular meeting will consist of the following matters:

AGENDA

1. Call to Order:
2. Pledge of Allegiance:
3. Roll Call of Directors and Declaration of Quorum:
Jerry Pacheco, President; Chuck Riojas, Vice President; Terry Gonsalves,
Secretary/Treasurer; Linda Mae Balakian Hunsucker, Gary Chahil, Frank Flores,
Annalisa Perea, Larry Salinas and Larry Serpa.
4. Minutes: *(Action by the Board)*
 - A. Approve Board Minutes:
 1. Regular Board Meeting 05/25/2021
5. Acknowledge Consent Agenda (colored pages) Item #15 thru Item #26
6. Public Comment:

Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board's jurisdiction. Please be informed that public participation under public comment will be limited to five (5) minutes per speaker and in accordance with state law, the Board will not comment or otherwise consider such public comment item for business until and unless such item has been properly listed on the agenda at a future meeting.

7. Executive Staff Report: *(Informational)*
 - a. Report on Satellite Racing/Belmont Stakes
 - b. Report on CARF Meeting
 - c. Report on Interim Events
 - d. Report on San Joaquin Valley Olive Oil Competition
 - e. Report on Fair's Live Horse Race Meet License
8. Committee Reports: *(Action by the Board)*
 - A. Finance Committee
 - Acknowledge May 31, 2021 Check Register in the amount of \$209,124.03;
 - Acknowledge Statement of Operations dated May 31, 2021;
 - Acknowledge Balance Sheet dated May 31, 2021.
9. Old Business: *(Informational)*
 - a. Discussion regarding 2021 Fair Planning

10. New Business: (*Informational/Action by the Board*)

- a. Informational Purposes Only
 - Guidance for Fair Events & Livestock Events-Updated (F2021-05)
 - Rabbit Hemorrhagic Disease Outbreak Biosecurity Practices – CDFA
 - Procurement of Insurance for DAA's – D2016-06
- b. Discussion by Board regarding MOU with Friends of the Big Fresno Fair.
- c. Approval of the following Multi-Year contract amendments to reflect all elements for the 2020 ending term year to be transferred to 2021 year due to Covid-19 pandemic:
 - American Ambulance - Ambulance/First Aid Services - \$76,967
 - Culligan – Water & Water Dispensers - \$17,438.25
 - Etix – Online Ticket Sales and POS Tickets - \$5,000
 - Sara Renee Consulting – Concessions Auditing Services - \$18,000
- d. Approval of the following Option-Year contract amendments to reflect all elements for the 2020 ending term year to be transferred to 2021 year due to Covid-19 pandemic:
 - A & L Products–Canopy Tents & Large Tent Structures - \$70,906
 - Cohen Communications–PR/Communication Services - \$215,825

11. Manager's Update:

- a. Sponsorships; Entertainment; New Projects and Improvements. Update on Friends of the Fair Meeting 6/22/2021.

12. Board Recommendation for Future Agenda Items:

13. For Your Information:

Next Board Meeting – August, 24, 2021, 3:30 p.m.
No July Board Meeting

14. Adjournment:

Item #15 thru Item #23

ACKNOWLEDGE THE FOLLOWING RENTAL
AGREEMENTS FOR 2021:

Item #	15	6/13/2021	Ray Sanchez 3571 W. San Jose Ave. Fresno, CA 93711	Birthday Party Table Mountain Rancheria Park	\$1,070.00
Item #	16	6/26/2021	Amanda Beltran 15 E. Clinton Avenue Fresno, CA 93704	Graduation Party Table Mountain Rancheria Park	\$1,070.00
Item #	17	6/27/2021	City Of Fresno Council President Luis Chavez 2600 Fresno Street Fresno, CA 93721	Usage of Kings Canyon Lot Carnival Lot	\$500.00
Item #	18	7/31/2021	Sam Krovitsky 1119 N. Yosemite Fresno, CA 93728	Yokai Market Pavilion	\$1,949.50
Item #	19	8/28/2021	Tammy Galt 961 N. Armstrong Ave. Clovis, CA 93611	Car Show Carnival Lot	\$2,375.00
Item #	20	9/11/2021	Mayra Vera 4855 E. Lane Avenue Fresno, CA 93727	Baptism Table Mountain Rancheria Park	\$1,353.50
Item #	21	9/18/2021	James Pallares 2030 N. Vagedes Ave. Fresno, CA 93705	Clothing Swap meet Commerce	\$2,955.00
Item #	22	11/13/2021	Leapman Brook Dougherty 3526 N. College Ave. Fresno, CA 93704	Disc Gold Event Grounds	\$3,017.00
Item #	23	12/4/2021	Rosalva Fernandez 3414 E. Gettysburg Fresno, CA 93726	Quinceañera Industrial Education	\$3,020.50

Item #24 thru Item #25 ACKNOWLEDGE THE FOLLOWING RENTAL
AGREEMENTS FOR 2022:

Item #	24	2022-2025 4yr contract	Fresno Home & Garden Show (March) Julie Geistlinger 4120 Douglas Blvd Granite Bay, CA 95746	Home & Garden Show Grounds	\$67,589.06
Item #	25	5/21/2022	Marie Rodriguez 4224 E. Buckingham Fresno, CA 93726	Quinceañera Industrial Education	\$2,572.00

ACKNOWLEDGE THE FOLLOWING INTERIM
CONCESSION AGREEMENT FOR 2021:

Item #	26	Hol N Jam Frank Medina 1250 N Armstrong Ave. Fresno, CA 93727	Sale of Lemonade, Ice Tea, Snow Cones, Cotton Candy and Kettle Corn	20% Home Show
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**MINUTES
21ST DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 25, 2021 AT 3:30 PM
VIA ZOOM**

Please be advised, in accordance with Executive Order N-29-20, The Big Fresno Fair is providing a Zoom option for today's board meeting so as to minimize the spread of Covid-19 and reduce the risk of infection during this current state of emergency.

Please be informed that any member of the public has the right and is invited to participate during this public meeting and may address the Board either during the "Public Comments" portion and/or during the discussion of any particular item listed on the agenda. Public Comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board's jurisdiction. Please be informed that public participation under Public Comment will be limited to five (5) minutes per speaker and in accordance with state law, the Board will not comment or otherwise consider such public comment item for business until and unless such item has been properly listed on the agenda at a future meeting.

Items listed on the agenda may be considered in any order at the discretion of the Chair. 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.

Item #1. Call to Order:

The meeting was called to order at 3:30 p.m. by President Pacheco. Those in attendance were: President Jerry Pacheco, Vice President Chuck Riojas, Secretary/Treasurer Terry Gonsalves, Directors Frank Flores, Annalisa Perea and Larry Serpa; Deputy Manager II Stacy Rianda, Deputy Manager II Lauri King, Business Assistant II Christina Estrada, Business Assistant II Sandra West, Event Coordinator Taylor Childers and via Zoom: Directors Linda Mae Balakian Hunsucker and Larry Salinas; Celeste Zavala with Cohen Communications and Trish Guy with The Fresno Gem & Mineral Society.

Item #2. Pledge of Allegiance:

President Pacheco requested Director Annalisa Perea to open the meeting by leading the Pledge of Allegiance.

Item #3. Roll Call of Directors and Declaration of Quorum:

President Pacheco called roll and a full quorum was declared. Director Gary Chahil was an excused absence.

Item #4. Minutes: (Action by the Board)

A. Approve Board Minutes:

1. Regular Board Meeting 04/27/2021

MSP (Flores - Perea) to approve the Board minutes. The vote was unanimous.

Item #5. Acknowledge Consent Agenda (colored pages) Item #15 thru Item #41:

MSP (Serpa - Gonsalves) to approve the Consent Agenda. The vote was unanimous.

Item #6. Public Comment:

None

Item #7. Executive Staff Report: (Informational)

a. Report on Satellite Racing/Kentucky Derby/Preakness:

Deputy Manager II King reported that we moved back upstairs with satellite and we've had big crowds; for the Kentucky Derby attendance was 351 and the handle was \$199,000. Attendance for the Preakness was 253 and the handle was \$135,000. As a comparison, from the 2019 Derby, which included La Feliz Guild guests, had about 600 people, so considerably down in attendance, but we were up \$1,000 in wagering and for the Preakness in 2019 attendance was 275, which was down and they wagered \$115,000 up about \$20,000 this year!

The Belmont Stakes will be next weekend. We do not have a Triple Crown contender; the horse that won the Kentucky Derby will probably be disqualified because there were high levels of drugs found in him. Satellite Supervisor Ruben Gastelo is coming up with different ideas of things to do in the facility as we move towards a total reopening after June 15th. Deputy Manager II Rianda reported that on weekends we are averaging 70 people, which is more than Ruben had when it was across the street on Butler Avenue. We are attributing that to the fact that Club One is closed, so we are picking up some of those customers. Deputy Manager II King explained that right now revenue for satellite wagering is about \$70,000 over what we budgeted for the year.

b. Report on CARF Meeting:

Deputy Manager II King reported that we continue to have monthly CARF meetings. As a board they agreed to move forward with a fantasy sports

wagering company called Calypso. This means that just like fantasy football and baseball teams, we are moving into creating an opportunity for people to come out and bet on fantasy sports. We plan to start that August 1st; the contract is currently with CARF's legal. We open our first live race meet of the year June 18th in Pleasanton for 6 weeks. CARF did strike an agreement with Golden Gate Fields and will race 2 weeks of Cal Expo's dates at Golden Gate in trade for stabling during the Pleasanton meet.

c. Report on Interim Events:

Event Coordinator Taylor Childers reported she is still continuing to build the calendar up. In June we have a Monster Truck Show and a Gun Show. September is already booked as well and already booking events for 2022.

d. Report on the Home & Garden Show:

Event Coordinator Taylor Childers reported that the Home Show was successful. Attendance was not the same as the normal March show, but she and the vendors were all happy and the concessionaires were very pleased; Big Bubba's BBQ had record sales. The COVID clinic is now moving to the Junior Exhibits Building and scaling down to two days a week. Last night was our first night of graduations for Fresno Unified, they had three graduations. The first two were for the classes of 2020, so they got the opportunity to walk. We will continue to do graduations through June 10th. Taylor is still receiving 20 – 30 inquiries a week about renting our facilities.

Item #8. Committee Reports: (Action by the Board)

A. Finance Committee:

- Acknowledge April 30, 2021 Check Register in the amount of \$111,851.51;

MSP (Riojas - Gonsalves) to approve the Check Register. The vote was unanimous.

- Acknowledge Statement of Operations dated April 30, 2021;

MSP (Serpa - Riojas) to approve the Statement of Operations. The vote was unanimous.

- Acknowledge Balance Sheet dated April 30, 2021.

MSP (Flores - Perea) to approve the Balance Sheet. The vote was unanimous.

Item #9. Old Business: (Informational)

None

Item #10. New Business: (Informational/Action by the Board)

a. Informational Purposes Only

- Poultry Health Inspections (PHI) – FY 2021/22 Fair Season

b. Discussion and action by the Board on 2021 Fair Dates and Activities:

Deputy Managers Rianda and King went through the 2021 Proposed Fair Activities hand out. It was explained that when the planning began, management was recommending a 9 day fair. Since the time the packets went out and today's meeting, staff worked on budgeting and it looks like we will be able to do a 12 day fair and still come out with a \$700,000+ profit.

Horse racing will stay at 7 days. As we are coming back from the decimation of the horse racing industry last year because of the pandemic, we don't have the horse numbers to warrant racing 9 days like we did in the past. By racing 7 days, it has been proven at other race meets and will be again at Alameda in June, that racing Friday, Saturday, Sunday is the way to go. We will be able to handle more money, especially off-track. We will also be able to put more horses in fields, which makes betting better. That is a recommendation straight from CARF and our racing secretary. The fair will open at 4 PM Tuesday – Thursday. Weekends (Friday – Sunday) will open at 10 AM. There will be no Fair Education this year because Fresno County Office of Education does not anticipate schools getting back into fieldtrips that early in the school year. For us to open early to accommodate that is really costly. If, in a perfect world, we are able to open up 100%, can this be changed? Absolutely. However, there would have to be a lot of dollars to support us opening early.

Post time for horse racing will probably be around 1:15 PM if not pushed back later. Pleasanton had talked about pushing their start time back, so we will wait and see how that works for them. We are proposing keeping our admission and parking prices the same. Regarding parking, we talked about not renting the Chili's Lot (NE corner of Maple and Butler) and moving everything that is typically in that lot to the Mosqueda Lot (SE corner of Maple and Butler) which would save us over \$17,000. The Chili's lot is primarily used for employee parking, dry lot storage and 4-H & FFA parking.

There was concern expressed for the parents with young kids who like to come earlier than 4 PM to beat the crowds. It was explained that this is just for this year and it is actually done at a lot of other fairs. On the weekends we used to open at 11 AM but we did get feedback from parents asking if they could get in a little bit earlier. So, several years ago, we backed that time up to 10 AM. Horse racing prices will remain the same. Kid's Day will be Thursday, October 7th and Senior's Day will be Monday, October 11th. We are planning on doing the blood drive again but it will be moved back from August to September. The Blood Center has promotional dollars and buys advertising, so we are going to tie that in closer to our fair, in a year when we have less promotional dollars to spend, we will utilize theirs as much as we can.

Pre-sale tickets will be sold at Save Mart Supermarkets as in previous years. Nothing from these ticket sales will go to Friends of the Fair. That was only for the Drive-Thru Eats Fast Pass. We are still working through our Golden Ticket promotion where we would sell 2 lifetime passes for \$1,000, passes will be non-transferable. We are planning for the Junior Exhibits and have discussed combining it with Home Arts and maybe adding some things like chalk paint seminars, Pawn Stars, Antique Road Show or adding a locals Marketplace because our 4-H and FFA kids haven't been in school, they haven't been creating projects, so we expect entries in juniors to be down. This is why we are talking about combining the two buildings for this year. We would then be able to continue with volleyball in the Home Arts Building and continue to receive that revenue even during the fair.

The Ag Building costs us \$175,000 to produce and we make about \$8,000 in revenue off of it. Our original proposal was to take a year off from the Ag Building, but we feel the Ag Building is too important to do that, especially when we are now looking at a 12 day fair and we are kind of on the upswing where revenue is concerned. We think we should go ahead and do the Ag Building but we are going to have to cut their premiums. We have cut premiums in every other competitive department and it has to be the same in Ag, if we are going to be able to pull it off this year. We have lost the Easton community booth in that building already. The \$175,000 is our labor costs and what we pay each community to build their booths and the cost for premiums, which is \$128,000. We have spoken to David Nalchajian, with our Sponsorship Department, about getting four big packing houses like Fowler Packing, Wawona, Wonderful, etc. to give us \$25,000 or \$50,000. He did say that Ag is difficult to get sponsorship dollars from but he will work on it. A lot of those packing houses donate product to the communities to actually put the building together and create their displays. We are looking at

other options for that building in the future like having booths showing the amazing products grown in our county, using some of the building for seminars and equipment displays.

The Fine Arts and Photography Building is full steam ahead, they have no problems filling it up. Floriculture and Gem & Minerals will be combined, which is what the plan was for 2020. By fairtime we will have our bingo operation up and running. It would be in the Gem & Minerals Building, it is a revenue generator and would help promote our year-round bingo. The fair cannot hold a bingo license, you have to be a non-profit to run bingo. Friends of the Fair will hold the license; in the MOU, there is revenue sharing for both of us from bingo.

Kid's Town usually has a big exhibit is there, but this year we will not do that, it would cost us between \$50,000 to \$70,000 to do something like we have done in the past. Instead, we have talked about creating extra shaded seating or maybe do the Marketplace. Our General Motors sponsor space, which is usually right in the middle of the road inside the Butler Gate, cannot be there anymore due to the Fire Marshal's regulations. We had talked about moving them into the Kid's Town area to do a big display. Along with the Marketplace, we have talked about bringing in some food trucks each day, as our community loves food trucks and they are all local.

Livestock will go back to our normal show schedule with the exception of market goats which will be moved to the second week. So, all of our market animals will show and sell together. The first week we will have dairy goats, cattle and small animals. We will not be bringing back the lambing area this year, it costs us about \$35,000 to do that exhibit for 12 days. The sheep require constant supervision as 8 out of 10 need to be pulled. The milk cows will be back and we are looking at doing our livestock auction virtually and live. The lambing space will be utilized for the market goats. We also talked about moving the Baby Boom area out of their space into AgVentureland and creating a show ring where Baby Boom was.

We went through and reworked the pricing for Commercial Exhibits and Concessions based on the number of days. We are looking at having a few less concession stands because of the Fire Marshal's regulations and the spacing we are required to now have between each stand. Low grossers are those that will be eliminated from the outside only. We are reducing guarantees by \$193,000 total. This is the money they pay upfront, before they even get here, then they pay a percentage. We were looking at increasing the percentage last year to 25%, which is standard throughout the industry now, but because

of the situation we are in, we are going to keep it at 24% for this year. We do think that we can do some entertainment in the Paul Paul Theater. There may not be entertainment every single night and we're not sure what acts we will be able to afford; we have a call tomorrow with our booking agency. Tribute bands are not off the table and we are still looking at some promoters who may want to come in and do a few nights. We will also book the Pavilion Stage and the Wine Garden. We will have a few strolling acts that "move", like the Little Cowboys, Jeremy the Juggler and Cornelius. We will probably do the Milk Bottle Stage with small magic shows and spaced out seating. We are planning on having a carnival, too!

MSP (Riojas - Perea) to approve October 6 – 17, 2021 fair dates and the proposed times of 4 pm – 11 pm on weekdays and 10 AM – 12 AM on weekends.

c. Discussion and/or action by the Board on the Formation of Committees:

President Pacheco stated that he wants to try committees but can stop if it doesn't seem feasible; he wants board members to be more involved. President Pacheco appointed Directors Hunsucker, Salinas and Chahil to the Entertainment Committee. Discussion ensued regarding the need for committees, the purpose of committees and the President forming committees without the consent of the board. Deputy Manager II Rianda clarified that at the last board meeting, President Pacheco stated that he wanted to discuss with the board about forming committees and if no one was interested, we would just forget it. Director Serpa referred to staff to see if committees would be helpful to them or if they would create more work for an already limited staff. Directors Gonsalves and Hunsucker are in favor of committees because that's what the President wants to do and what harm would it do? Deputy Manager II Rianda stated that it would definitely add to staff's work and all of the director's workloads, as well. Director Perea asked for a list of the pros and cons from staff. Deputy Manager II Rianda stated the following:

- 20 years ago we had a few committees left and by 2003 all were dissolved.
- The last 20 years have been the most successful years! The board let the staff do their jobs. Why go backwards?
- Committees create increased work load for limited staff and directors.
- Minutes have to be taken for every committee meeting.
- Committees lead to micro-managing operational affairs, which aren't the responsibility of the board.

- Committees can lead to dissatisfaction of management and bad or less than optimal decisions if the committee members are not experts in matters being examined.
- Board Committees should only be created to perform board functions i.e. finance.
- The committees suggested have nothing to do with governance, which is the responsibility of the board, they are all operational, which is the responsibility of fair management and staff.
- Anyone who wants to learn more about anything that happens here only has to express an interest and we can set up a meeting at any time. Committees are not needed for that.

Director Gonsalves asked if we could just do phone calls instead of meeting in person. Other director's felt they could do that now. Director Salinas stated that he felt there needs to be some consultation with the board before acts are booked. President Pacheco said he thinks we should just leave it alone and keep going like we're going. Deputy Manager II Rianda stated that maybe staff needs to do a better job of sharing entertainment information. If we get a list of avails, we can share that with the board. It doesn't mean we're going to get them, but we can certainly share the list. The board agreed. Again, if any directors have any questions about anything at any time, please call, management is available to you 24/7.

Item #11. Manager's Update:

Deputy Managers Rianda and King reported on various items management has been working on since the last Board Meeting.

- Deputy Manager II King explained the .33% money is generated from every dollar wagered at either of our satellite facilities. The city and/or the county receives that money and that is in statute; the fair has to designate who gets the money. A long time ago, for some reason, it was designated to the city. Several years ago we made an agreement with the city that of the .33% money, they give us \$25,000 (on a normal year). On a year like last year where we had reduced betting, the city only received \$14,000. We requested \$10,000 of that from Councilmember Chavez. He was in full support of it and we will be receiving the money. During that conversation, Councilmember Chavez wanted to revisit the Maple/Butler Lot. One of the things they really want to do in this area is create more green space, parks and trails. Councilmember Chavez wants to revisit the MOU the city had with us in the early 2000's for the use of that lot. We explained to him that there is no irrigation, it is a complete weed patch over there and lots of trash. He said they would maintain all of it, repair all the irrigation, plant it, mow it, etc. and the fair still gets to use it for Hmong New Year, Home Show and the Fair. It will be used for soccer fields for the community.

- Deputy Manager II Rianda stated that she had a meeting with Jose Barraza and Gabriel Lozano with the SE Community Economic Development Association. They wanted to know how they could become a recipient of some money from us during the fair. Deputy Manager II Rianda explained to them that this year is all about the fair and that there are no opportunities for that this year. Jose Barraza asked how they could help us as they have access to resources like manpower. He will advertise for us and help us get some candidates in here for our job fair in August. We did receive our final payment of our layoff support in the amount of \$84,000 for 1st and 2nd quarter unemployment insurance.
- Deputy Manager II King reported that Zooms are continuing but looks like some will be ending and going back to in person meetings. We had our area zoom, CFA Committees, SE Specific Plan Steering Committee, more Fire Marshal, IAFE, WFA CEO Training and our Area Executives.
- Deputy Manager II King reported that we had interviews last week for an accounting assistant; we have a candidate that we really like and we hope this person will become more of a utility player. We hope to have that person in place in the first or second week of June. We were able to hire back two of our maintenance workers, so we do have some additional help on grounds for all these events we are starting to have. Reported that we are working with the County to put together a mass vaccination event. They are currently going out to existing events to try to vaccinate people. We proposed to them to tie in a media partner (Univision) to hit the Hispanic market, and create our own event with some taco trucks, entertainment, BOGO fair tickets, that the County would reimburse us for, that people get after they are vaccinated. The County really liked the idea and Univision is on board. The use of the facility would be paid for; we are looking at June 27th for this event.
- Deputy Manager II King reported that Friends of the Fair had their meeting today. They are working on the Hispanic Plaza; new concrete was poured, it will actually get darker once it gets washed off and the diamond shapes in the concrete will be painted blue. They just got the steel for the storyboard frames. They are also finishing up their projects at the Kerman Shopping Center. The Fresno County Historical Museum doesn't have a permanent sign. Through some sponsors and donors, they have some folks willing to donate the sign. It is a lighted can sign that will go across the north facing side of the museum. Deputy Manager II King showed a picture of the proposed sign; all Directors liked it. The draft MOU was distributed to the board. At the last meeting we put together our ad hoc committee of Directors Gonsalves and Flores. They had asked that the MOU be distributed to all Directors for their input. President Pacheco stated after everyone reads it, please call Director Flores or Gonsalves with your input so they can meet with management. It will be put on the agenda for discussion at the next board meeting as well.

Item #12. Board Recommendation for Future Agenda Items:

None

Item #13. For Your Information:
Next Board Meeting – Tuesday, June 22, 2021, 3:30 p.m.

Item #14. Adjournment:

Respectfully Submitted,

Stacy Rianda
Deputy Manager II

Jerry Pacheco, President
Board of Directors

AP Payments Check Register

May 2021

Fresno Fair
Saundra West

Tuesday, June 8, 2021 10:08:50AM
Page 1

Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
1231	5/4/2021	ACCWAR	ACCOUNTING WARE	204.00	93,572
1232	5/4/2021	ALEOLI	ALERT-O-LITE INC.	186.79	93,573
1233	5/4/2021	AT&MOB	AT&T MOBILITY	866.80	93,574
1234	5/4/2021	CFSASA	CALIFORNIA FAIR SERVICES AUTHORITY	11,662.31	93,575
1235	5/4/2021	COHCOM	COHEN COMMUNICATIONS	5,356.25	93,576
1236	5/4/2021	COMCAS	COMCAST	845.18	93,577
1237	5/4/2021	CRO119	CROWN SERVICES CO.	423.20	93,578
1238	5/4/2021	CULLIG	CULLIGAN	54.00	93,579
1239	5/4/2021	DEP989	DEPARTMENT OF GENERAL SERVICES	13,860.00	93,580
1240	5/4/2021	FREPRI	FRESNO COUNTY PRIVATE SECURITY	6,702.40	93,581
1241	5/4/2021	PACSUP	PACE SUPPLY	76.19	93,582
1242	5/4/2021	RICLEA	RICOH USA, INC. / LEASE PAYMENTS	7,813.86	93,583
1243	5/4/2021	RVJENS	ROBERT V. JENSEN, INC.	1,514.25	93,584
1244	5/4/2021	TEN714	TENNANT SALES & SERVICE CO.	85.95	93,585
1245	5/11/2021	AFLAC	AFLAC OF COLUMBUS	244.52	93,593
1246	5/11/2021	ATT501	AT&T LONG DISTANCE	225.08	93,594
1247	5/11/2021	ATT958	AT&T	224.28	93,595
1248	5/11/2021	CAL942	CALPERS/FISCAL SVCS DIVISION-CASHIEF	3,406.08	93,596
1249	5/11/2021	CIT206	CITY OF FRESNO-UTILITY BILLING	1,956.55	93,597
1250	5/11/2021	COMPHO	COMCAST - PHONE SERVICE	367.90	93,598
1251	5/11/2021	DEP118	DEPARTMENT OF COMMUNITY HEALTH	1,154.00	93,599
1252	5/11/2021	FREPRI	FRESNO COUNTY PRIVATE SECURITY	765.30	93,600
1253	5/11/2021	FTBGAR	Franchise Tax Board - Garnishment	400.00	93,601
1254	5/11/2021	HOMDEP	HOME DEPOT CREDIT SERVICES	586.93	93,602
1255	5/11/2021	INTNET	INTEGRITY NETWORKS	45.00	93,603
1256	5/11/2021	INTUNI	INTERNATIONAL UNION OF OPERATING E	100.12	93,604
1257	5/11/2021	JORBAT	JORGENSEN BATTERIES, INC.	261.81	93,605
1258	5/11/2021	MIDVAL	MID VALLEY DISPOSAL	813.46	93,606
1259	5/11/2021	NAPAUT	NAPA AUTO PARTS	12.91	93,607
1260	5/11/2021	PACGAS	PACIFIC GAS & ELECTRIC	5,648.55	93,608
1261	5/11/2021	PACSUP	PACE SUPPLY	163.53	93,609
1262	5/11/2021	RGE587	RG EQUIPMENT	256.47	93,610
1263	5/11/2021	RICUSA	RICOH USA, INC.	896.64	93,611
1264	5/11/2021	SELSAN	Sandy Self	1,960.00	93,612
1265	5/11/2021	SITONE	SITEONE LANDSCAPE SUPPLY, LLC	309.28	93,613
1266	5/11/2021	THEOFF	THE OFFICE CITY	719.22	93,614
2021162	5/11/2021	WELFAR1	WELLS FARGO BANK - FEES	176.22	93,631
1267	5/17/2021	A1N403	A-1 NATIONAL FENCE / FAMICO CORPOR	450.00	93,618
1268	5/17/2021	BDPEST	B & D PEST CONTROL, INC	170.00	93,619
1269	5/17/2021	FAC152	FACSCO	776.56	93,620
1270	5/17/2021	HOMDEP	HOME DEPOT CREDIT SERVICES	204.96	93,621
1271	5/17/2021	SEBAST	SEBASTIAN	507.14	93,622
1272	5/17/2021	SELSAN	Sandy Self	1,505.00	93,623
1273	5/17/2021	VOYFLE	VOYAGER FLEET SYS	406.52	93,624
1274	5/17/2021	WELPAY	WELLS FARGO PAYMENT REMITTANCE CT	4,171.63	93,625
1275	5/17/2021	WESCON	WESTERN CONFERENCE OF TEAMSTERS	63.48	93,626
11526	5/18/2021	TWE112	21ST DISTRICT AGRICULTURAL ASSOCIA	103,471.84	93,628
1276	5/25/2021	ACSS	ASSOCIATION OF CALIF. STATE SUPERVIS	36.00	93,640
1277	5/25/2021	CFSASA	CALIFORNIA FAIR SERVICES AUTHORITY	11,662.31	93,641
1278	5/25/2021	COFBRE	COFFEE BREAK SERVICE INC.	174.42	93,642
1280	5/25/2021	COMPHO	COMCAST - PHONE SERVICE	5,280.83	93,644
1281	5/25/2021	CON522	CONETRIX TECHNOLOGY	204.00	93,645
1282	5/25/2021	DAVNAL	DAVID NALCHAJIAN, INC.	1,500.00	93,646

AP Payments Check Register

May 2021

Fresno Fair
Saundra West

Tuesday, June 8, 2021 10:08:50AM
Page 2

Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
1283	5/25/2021	DEL444	DELTA DENTAL PLAN OF CALIFORNIA	974.99	93,647
1284	5/25/2021	JEN&PI	JENSEN & PILEGARD	83.94	93,648
1285	5/25/2021	JORCOM	JORGENSEN COMPANY	40.00	93,649
1286	5/25/2021	OTI553	OTIS ELEVATOR COMPANY	518.70	93,650
1287	5/25/2021	QUALEA	QUADIENT LEASING USA, INC.	222.25	93,651
1288	5/25/2021	RICLEA	RICOH USA, INC. / LEASE PAYMENTS	2,643.26	93,652
1289	5/25/2021	RICUSA	RICOH USA, INC.	50.33	93,653
1290	5/25/2021	RVJENS	ROBERT V. JENSEN, INC.	1,166.59	93,654
1291	5/25/2021	SEBAST	SEBASTIAN	165.00	93,655
1292	5/25/2021	SOASUD	SOAP & SUDS JANITORIAL	298.00	93,656
1279	5/25/2021	COHCOM	COHEN COMMUNICATIONS	2,031.25	93,643
<hr/>					
Total Payments: 64					
Total Amount: 209,124.03					
<hr/>					

THE BIG FRESNO FAIR, 21ST DAA
Statement of Operations
May 31, 2021

		Current Fiscal Year				Prior Fiscal Year	
Acct. No.	Title	Budget	Month	Year to Date	(Over)/Under Budget	Month	Year to Date
REVENUES							
Non-Operating							
311	Non-Operating	0	82,411	1,402,206	(1,402,206)	140,750	140,750
Operating							
410	Admission to Grounds	0	1,020	1,020	(1,020)	(8)	5,437
415	Commercial Space	0	0	0	0	4,086	5,586
420	Concessions	11,000	611	13,006	(2,006)	3	6,894
430	Exhibits	0	4,197	6,935	(6,935)	1,600	4,480
450	Horse Racing - Fair	0	0	0	0	0	0
457	Satellite Wagering	116,700	58,734	245,221	(128,521)	28,950	143,292
458	Sat Wagering - Polo Lounge	0	0	0	0	0	18,703
470	Miscellaneous Fair	0	475	475	(475)	9,796	467,962
480	Non Fair/Interim	203,733	139,889	440,504	(236,771)	22,959	821,254
490	Prior Year Revenue Adjustments	0	0	0	0	726	13,770
495	Miscellaneous Income	0	14,406	14,406	(14,406)	0	0
Total Operating Revenues		331,433	219,332	721,567	(390,134)	68,111	1,487,377
TOTAL REVENUES		331,433	301,743	2,123,773	(1,792,340)	208,861	1,628,127
EXPENSES							
Operating							
500	Administration	350,443	65,114	400,775	(50,332)	145,334	699,940
520	Maint & Gen Oper	279,670	65,269	316,820	(37,150)	115,051	648,130
540	Publicity Expense	4,000	3,606	6,456	(2,456)	10,838	70,343
560	Attendance Operation	2,000	0	1,607	393	0	873
570	Miscellaneous Fair	20,000	188	19,849	151	7,439	51,209
541	Museum	0	0	0	0	0	0
580	Premium	0	0	0	0	0	0
630	Exhibits (Excluding Premiums)	2,000	5,537	6,964	(4,964)	6,362	11,996
650	Horse Racing - Fair Live	0	636	10,511	(10,511)	1,120	31,576
659a	Satellite Wagering	46,801	14,482	64,153	(17,352)	11,168	94,010
659b	Satellite Wagering - Polo Lounge	0	(17)	222	(222)	3,707	22,393
660	Attractions (Fairtime)	0	0	0	0	0	65,000
668	Interim Event Expense	77,333	35,825	104,211	(26,878)	13,187	136,433
723	Equipment Funded by Fair	0	0	0	0	0	0
800	Prior Year Expense Adjustments	0	1,304	(14,920)	14,920	69	23,618
850	Cash Over/(Under)	0	(36)	(37)	37	0	7
Total Operating Expenses		782,247	191,908	916,611	(134,364)	314,275	1,855,528
Non-Operating							
91000	Depreciation Expense	225,724	56,431	282,156	(56,432)	54,679	273,396
91300	Capital Expense - Equipment	0	0	0	0	0	0
96000	Pension Expense GASB68	60,000	20,575	95,327	(35,327)	39,306	206,353
Total Non-Operating Expenses		285,724	77,006	377,483	(91,759)	93,985	479,749
TOTAL EXPENSES		1,067,971	268,914	1,294,094	(226,123)	408,260	2,335,277
Non-Operating							
Revenues		0	82,411	1,402,206	(1,402,206)	140,750	140,750
Expenditures - Depreciation		(285,724)	(77,006)	(377,483)	91,759	(93,985)	(479,749)
Non-Operating Income/(Loss)		(285,724)	5,406	1,024,723	(1,310,447)	46,765	(338,999)
Operating							
Revenues		331,433	219,332	721,567	(390,134)	68,111	1,487,377
Expenditures		(782,247)	(191,908)	(916,611)	134,364	(314,275)	(1,855,528)
Operating Income/(Loss)		(450,814)	27,424	(195,044)	(255,770)	(246,164)	(368,150)
NET INCOME/(LOSS)		(736,538)	32,830	829,679	(1,566,217)	(199,399)	(707,149)

The Big Fresno Fair, 21st DAA
Balance Sheet
As of May 31, 2021

ASSETS	2021	2020	Increase/Decrease Amount Percent	
Current Assets				
Cash				
Cash - Unrestricted	1,056,500	1,114,851	(58,351)	-5%
Cash - Payroll	729,279	632,207	97,073	15%
Cash - Savings Account	1,066,255	1,051,209	15,046	1%
Total Cash	2,852,035	2,798,267	53,768	2%
Accounts Receivable	155,516	809,314	(653,799)	-81%
Prepaid Premiums	7,070	6,278	792	13%
Fixed Assets				
Construction in Progress	(14,195)	(9,898)	(4,296)	43%
Land	244,077	244,077	0	0%
Buildings & Improvements	26,293,498	26,280,060	13,438	0%
Accum Dep - Buildings & Improvements	(18,635,204)	(18,051,903)	(583,301)	3%
Equipment	890,910	773,883	117,027	15%
Accum Dep - Equipment	(660,089)	(578,481)	(81,608)	14%
Total Assets	8,281,583	9,473,330	(1,191,747)	-13%
Deferred Outflows of Resources				
Deferred Outflows of Resources - Pension	1,202,782	1,202,782	0	0%
Total Deferred Outflow of Resources	1,202,782	1,202,782	0	0%
Total Assets & Deferred Outflow of Resources	12,336,400	13,474,379	(1,137,979)	-8%
LIABILITIES & RETAINED EARNINGS				
Current Liabilities				
Accounts Payable	600,502	900,439	(299,936)	-33%
Payroll Liabilities	62,816	91,989	(29,174)	-32%
Deferred Revenue	150,805	589,413	(438,608)	-74%
Other Liabilities	2,752	1,051	1,701	162%
Guaranteed Deposits	30,300	33,500	(3,200)	-10%
Compensated Absences Liability	197,190	448,081	(250,891)	-56%
Current Year Long Term Debt	103,846	103,846	0	0%
Total Current Liabilities	1,148,211	2,168,319	(1,020,107)	-47%
Long Term Liabilities				
Long Term Debt	459,383	651,327	(191,943)	-29%
Long Term Debt - SB 84 Obligation	456,401	456,401	0	0%
Long Term Debt - PPP Loan	406,650	533,250	(126,600)	-24%
Pension Liability				
Net Pension Liability	3,989,645	3,989,645	0	0%
Total Long Term Liabilities	5,312,079	5,630,623	(318,543)	-6%
Deferred Inflow of Resources				
Deferred Inflows of Resources - Pension	160,074	160,074	0	0%
Total Deferred Inflows of Resources	160,074	160,074	0	0%
Total Liabilities & Deferred Inflow of Resources	6,620,365	7,959,015	(1,338,651)	-17%
Retained Earnings				
Beginning (Jan 1) Investment in Facilities	7,735,339	8,053,043	(317,704)	-4%
Beginning (Jan 1) Investment in Reserves	97,953	1,116,406	(1,018,454)	-91%
Unrestricted Net Position - Pension/OPEB	(2,946,937)	(2,946,937)	0	0%
Non-Operating Net Income	(377,483)	(479,749)	102,266	-21%
Operating Net Income	1,207,163	(227,400)	1,434,564	-631%
Adjustment for rounding	0	0	(0)	-100%
Total Liabilities & Retained Earnings	12,336,400	13,474,379	(1,137,979)	-8%



MEMORANDUM

TO: Board of Directors

FROM: Lauri King, Deputy Manager II

DATE: June 9, 2021

SUBJECT: Check Register Explanation

MESSAGE:

May 2021 Check Register

Check #	Vendor	Amount	Purpose
1234	California Fair Services Authority	\$11,662.31	Liability/Comp/Special Event Insurance
1235	Cohen Communications	\$5,356.25	Social Media, E-Blasts, Planning
1239	Department of General Services	\$13,860	2020/21 Vehicle Insurance
1248	Calpers/Fiscal Division	\$3,406.08	3 month of OPEB
1251	Dept of Health	\$1,154	Health Permits for DTE
11526	21 st DAA	\$103,471.84	Check Closing the Wells Fargo Accounts – Deposited into Sun Crest
1277	California Fair Services Authority	\$11,662.31	Liability/Comp/Special Event Insurance
1282	David Nalchajian Inc	\$1,500	Commission on the Fantasy of Lights Sponsorships
1279	Cohen Communications	\$2,031.25	Final Invoicing for Spring DTE

Notes: You will see a few checks to Ricoh, we are getting our lease payments up to date for a buy out for another copier. Also you will start to see checks to Otis Elevator Company as we have reinstated our service contract on the elevators. Additionally, we are doing more work on the grounds with the events we are starting to have and you will see more items being purchased.



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
Karen Ross, Secretary

May 12, 2021

F2021-05

TO: All Fairground CEOs and Board Members

SUBJECT: Guidance for Fair Events and Livestock Events

The California Department of Public Health (CDPH) has added "Fairs" to the Blueprint guidance for Amusement Parks and Theme Parks. The guidance is effective April 15, 2021. If you plan to host a fair event, please work with local authorities for approval on a site-specific plan using the Amusement Parks and Theme Parks guidance.

If you plan to host livestock events please follow the Blueprint guidance for Outdoor Seated Live Events and Performances. In addition, a site-specific plan shall be developed and presented to local health authorities for their approval (attached is a sample site-specific plan) beyond what is in the Blueprint guidance for Outdoor Seated Live Events and Performances.

For general guidance on all other events, please follow the Industry Guidance to Reduce Risk. Please note fairgrounds were included in the Governor's Emergency Declaration and can be utilized at any time as needed for emergency state operations.

If you have any questions, please contact Mike Francesconi at (916) 900-5365 or at mike.francesconi@cdfa.ca.gov.

Sincerely,

Mike Francesconi
Branch Chief

Enclosure





CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

May 12, 2021

SITE-SPECIFIC WORK PLAN EXAMPLE JUNIOR LIVESTOCK PROGRAM (GRADING & MARKET)

PERSON(S) RESPONSIBLE FOR IMPLEMENTING PLAN

- *(CEO Name)*, CEO
Fair Name
- Livestock Superintendent Name
Livestock Superintendent

MEASURES TO PREVENT SPREAD (GENERAL)

Safety Controls:

- Unless part of a fair event, the fairgrounds will be closed to the public; only the participant and two members of their immediate family will be allowed onsite during scheduled grading times.
- All activities will be conducted outside with no indoor facilities used.
- Only registered, ticketed holders will be allowed to attend the market (recommend online registration).
- *(Fair Name)* Fair will maintain a record of participants, volunteers, leaders/advisors, and buyers attending to allow for traceability. A numbered system will be used for entry at the appropriate gate (numbered wristbands).
- Masks must be worn at all times; face masks will be available for those who need them. Face coverings must cover the nose and mouth.
- All individuals must sign a COVID-19 waiver prior to being granted access to the fairgrounds.
- Only two points of entry to the fairgrounds will be used and those gates will be manned by security to limit entry as well as enforce rules.



- Appropriate signage will be placed at entry points to inform participants they shall avoid entering if they have a cough or fever; maintain a minimum six-foot distance from non-household members; and not shake hands or make unnecessary physical contact.
- Physical distancing will be promoted and maintained.
- Signs will be posted throughout areas reminding participants of mitigation practices.
- Common areas will be marked to illustrate 6-foot distancing.
- Evaluation groups will be limited to less than 10 animals to allow for proper distancing.
- All group showing (pen of 5) are suspended.
- All facilities used will be set up to allow for appropriate social distancing (i.e. centrally located, larger sale ring).
- Animals are housed in pens by species, breed, and weight, respectively. We will not house animals per club this year. Animals may be moved after the final market class to align for the auction. The animal species stall tag must follow them to their housing pen at all times.
- .
- Multiple hand wash/hand sanitizer stations shall be set up around the grading and market areas.
- Restrooms and portable restrooms will be available with cleaning each hour.
- A first-aid station will be open during the entire event.
- All participants must leave the fairgrounds immediately following the grading of their animals and at the conclusion of the market event.
- Participants will be encouraged to bring their own water; no food or water will be provided onsite except for market day.
- A live feed of the evaluation process may be available for members of the public to watch from home.

Education and Training: All participants will be provided educational materials on COVID-19. Emphasis will be placed on the need for societal protection, including the importance of social distancing, frequent hand washing, use of face coverings, and avoidance of touching the eyes, mouth, nose, etc. Educational materials will be provided prior to the scheduled event and will be reinforced prior to each class grading. Signage will be posted at the event.

Screening: All participants, volunteers and staff will be screened at home prior to attendance using temperature or symptom checks following CDHP guidelines. No one will not be allowed on the grounds if they:

- Are sick or showing symptoms related to COVID-19 such as fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

- Have been in contact with someone who tested positive for COVID-19 within the previous 14 days.

Biosecurity Measures: While at the event, all participants will follow official Guidelines for COVID-19 for Livestock Markets (Month, Day, 202x) as follow:

- Do not enter the fairgrounds if you are or show signs of sickness such as cough or fever.
- Face covering/mask is required to be worn by all persons while on the fairgrounds.
- Do not shake hands or engage in any unnecessary physical contact.
- Always stay 6 feet (three paces) away from individuals not residing in the same household (physical distancing).
- Avoid touching face.
- Cover a cough with your elbow and sneeze into a tissue, if not available use your elbow.
- Frequently wash hands with soap and water for at least 20 seconds; if soap and water are not available, use alcohol-based hand sanitizer (Use alcohol-based sanitizer that is at least 60% alcohol).

Clean & Disinfect: frequently touched surfaces such as door handles/gate latches (including stall doors and bathrooms) and shared objects such as hoses, buckets, broom, pitchforks and clean daily or more frequently based on level of use. All volunteers/participants/exhibitors will be issued a pair of gloves to be worn while performing their assigned duties. Supplies will be readily available for the proper cleaning and disinfecting of areas. A check list will be used to assure that areas have been cleaned and disinfected. CDPH or CDC guidelines for proper cleaning and disinfecting will be followed.

MEASURES TO PREVENT SPREAD SPECIFIC TO ANIMAL GRADING

CDFA rules and guidelines for the grading and market of these animals include and are discussed in more detail in this section:

- Only one way directional traffic will be used to assure 6' distancing.
- Limiting the number of participants and spectators for each event.
- Adding pen space to allow social distancing.
- Allowing larger ring size and additional spectator bleachers to provide more room for social distancing.
- Prohibiting participants from loitering in barns with livestock.
- Animals housed on the grounds will be fed by leaders/volunteers.
- Washing and preparation of animals will be done at home prior to arrival. Washing and fitting will not be allowed on the fairgrounds.

- Following grading, all participants will be requested to leave promptly to meet social distancing requirements.
- Class sizes will be reduced to less than 10 animals per grading class to allow social distancing within the grading ring; social distancing will be practiced in the animal lineup.
- No handshakes for judges or hugs from other participants will be allowed – social distancing will be followed.
- Each participant will be limited to two spectators to accompany them to allow for adequate social distancing.
- Live video of grading may be provided for viewing at home.
- The entire grading ring area will be used to maximize bleacher and chair seating to allow for greater social distancing.
- Onsite barns will be fully open to allow the penning of animals to maximize social distancing while preparing to show.
- Club leaders and FFA advisors will be responsible for distancing, monitoring, and enforcement of provisions of exhibition; participants in violation will be removed from the grounds and not permitted to sell at the market.
- Animals will remain on the grounds prior to shipping; following sale of the project animal, participants will be asked to promptly leave the grounds to reduce the total number of people onsite at any given time.

Weigh-in for animals will be staggered to maintain physical distancing.

Grading should be staggered over several days to allow for adequate distancing. For example:
(List Fair JLA Species):

Wednesday	Lambs and Goats
Thursday	Swine
Friday	Steers, Rabbits

The animals must be cared for by volunteers, leaders and advisors (list time frame). Senior participants may also assist. Generally, participants will not be allowed onsite to care for animals. Participants who have already been graded will be asked to leave and not return to the fairgrounds until their auction time to assist in maintaining adequate social distancing.

MEASURES TO PREVENT SPREAD AT MARKET EVENT

Buyers include local businesses and individuals and may be onsite only a portion of the sale day. Numerous buyers are also represented by proxy.

Some events may chose to do an online auction only while other events may hold a modified in-person auction. If in-person, the objective for the sale is to reduce individual numbers of buyers to allow social distancing during the sale event. This will be done by:

- Limiting spectators.
- A numbered system of wristbands will be used for buyer's entry to limit number of buyers and will assist in traceability.
- The area of the market will be sectioned off to all to allow only buyers in the ring area.
- A small viewing area will be provided for parents, other family members, and leaders to watch an animal sell.
- Signage will be provided to remind buyers of social distancing rules and requirements; bleachers will be marked identifying 6-foot distances. The auctioneer will make periodic announcements to reinforce social distancing.
- Limit the number of members in a buyer group to less than 10 within the sale area.
- Following an animal's sale, a bank volunteer will provide the buyer with the required paperwork and sale record; the exhibitor will be responsible for thanking the buyer outside of the sale area at their place of business in the days following the sale.
- Hogs will not be moved across the auction floor. The exhibitor will be required to provide a photograph of the exhibitor and the hog for the auction event. The photograph will be posted on the screens in front of the buyers and only the individual will stand for the auction in the sale ring. This will significantly reduce the number of people required for livestock movement at the sale. It will also reduce chances for cross-contamination due to livestock handling as well as improve animal welfare.
- Bleachers will be sanitized as groups move around the area.
- Livestream auction and online live bidding will be included in the sale.
- All previous buyers will be called in advance and proxies will be obtained where possible to limit the number of actual individuals at the market.
- No buyers' breakfast will be served.
- Food and water will be provided in a "for take-out" venue; lunches and waters will not be delivered to buyers as in the past.
- Multiple hand-wash stations will be provided.

PROCESS TO CHECK FOR COMPLIANCE

Individuals found out of compliance will be asked to modify behaviors and, if behavior is not modified, the individual will be asked to leave.

During the sale, sale team members (auctioneer) will regularly remind patrons of the rules and request compliance.

UPDATE PLAN

The plan will be updated as new information from (*Fair County*) County, the State of California, and CDC becomes available. Should the State of California move into Phase 4 or additional changes be made prior to the (*Fair JLA Date*), this plan may be revised and reapproved by County Health Department staff.



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

Recommended Caution for California Rabbit Exhibitions

May 26, 2021

Dear Rabbit Exhibition Organizers and Managers:

This advisory is in response to numerous questions about the current risk of spreading rabbit hemorrhagic disease (RHD) via rabbits at fairs and shows. We are posting this advisory now because of the recent increase of disease spread in southern California and the United States, and the risks created by fairs and shows. We urge rabbit owners to prevent this devastating disease by practicing good biosecurity measures and limiting comingling with other rabbits and their owners. They should also avoid moving or sharing equipment which may serve to transfer virus. Rabbit owners who have experienced recent deaths in their rabbit colony should not attend shows or exhibitions.

Since March 2020, an outbreak of RHD has been spreading in wild and domestic rabbits in the southwestern United States and is now affecting 13 U.S. states. It was detected in southern California in May 2020 and has since been killing wild and/or domestic rabbits in seven Southern California counties: Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura.

Rabbit hemorrhagic disease is caused by a highly contagious and highly fatal calicivirus of rabbits and hares. The primary ways the disease spreads is by movement of infected or exposed rabbits, direct or indirect contact with infected wild and domestic rabbits, movement of rabbit carcasses by scavengers or predators, contamination of hay or feed by infected wild rabbits, or contact with virus on fomites (surfaces) such as hands, shoes, clothing, or feet and fur of rodents and other animals. Clinical signs of rabbit hemorrhagic disease include; sudden death, lethargy, inappetence, seizures/spasms, blood from the nose or other body orifices, difficulty breathing, and vocalization. For more information, please visit https://www.cdfa.ca.gov/AHFSS/Animal_Health/RHD.html

To support our disease containment efforts, the California State Veterinarian is recommending that all rabbit exhibitions practice good biosecurity and health screening of all participating rabbits. The cooperation of rabbit owners is critical in controlling this disease; when exposed rabbits are not moved and comingled, disease is prevented. *An exhibition is an assembly of rabbits brought to the assembly location for purposes that include public display for any duration. Exhibitions include, but are not limited to: sales, auctions, shows, swap meets, pet marts, fair exhibits, pet stores, and petting zoos. Public zoos are not included in this definition.*

Sincerely,

Dr. Annette Jones
State Veterinarian





Rabbit Hemorrhagic Disease Risk Management: Advice for Rabbit Show Organizers

Biosecurity practices are always a good idea at shows, not just for rabbit hemorrhagic disease (RHD), but also to reduce the spread of more common contagious conditions such as snuffles (*Pasteurella*), mites, etc. The highest risk areas for RHD are those with infected feral, domestic or wild rabbits. We all have different levels of risk we are willing to accept; the most conservative participants will not take animals away from home or allow them to contact other animals. The following guidance is intended for those hosting shows.

Preventing Disease from Entering A Rabbit Show

- Managers must evaluate the disease risks and decide what control measures they should establish and enforce to prevent RHD entering and spreading during shows. Veterinarians should be consulted to help with these decisions.
- Show managers can decide to add additional requirements for exhibitors and rabbits before and during an event (e.g. restrictions based on home location of rabbits, RHDV2 vaccination, Certificate of Veterinary Inspection, or veterinary inspection on arrival).
- Keep up to date on current [ARBA](#) and California state [guidelines](#) for showing.
- Effective sanitation of equipment prior to holding a show requires two steps: cleaning and disinfection (See USDA C&D guidance, link [here](#).)



Cleaning

- Remove all organic debris from items to be disinfected (e.g. cages, feeding equipment, waterers, footwear, etc.). Items made of wood are best discarded or burned after use.
- Wash items thoroughly with soap and water; rinse well and let dry.
- Allow prolonged exposure to sunlight when possible.

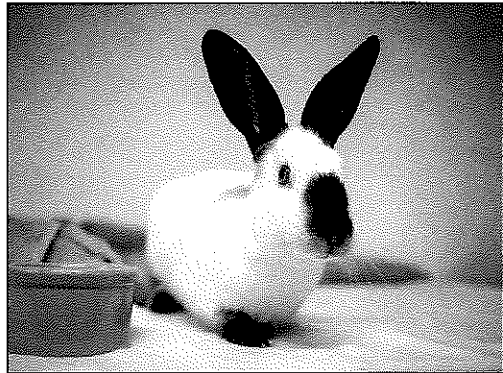
Disinfection

- Saturate equipment by submersion or spray with 10% household bleach (sodium hypochlorite), 1% Virkon ®-S (DuPont), or accelerated hydrogen peroxide (Rescue®)
- Check that you're using a disinfectant that will inactivate RHD virus on the specific surfaces that need cleaning (e.g. metal, cloth, etc.)
- Allow the disinfectant to sit on the surface for 10 minutes, then rinse and let dry before allowing animal contact.

Preventing Spread at the Event

- Clean show surfaces between animals. Show surfaces need to be made of material that can be easily disinfected. Carpet, fabric, and wood are much more difficult to disinfect than wire or smooth metal surfaces.
- Discourage participants from handling other people's rabbits. Do not share feed, water, or treats with other exhibitors.
- Feed, clean and water animals in a manner to minimize contact between staff, rabbits, and rabbit owners. We recommend each owner take care of their own rabbits; if not possible, set up waterers and feeders so they can be checked without handling cages.
- Obtain hay from areas unaffected by the RHD-outbreak and securely store to prevent contact with wild rabbits.
- Keep feed covered or in a container with a lid while at shows.

- Provide handwashing stations with soap and water or bathrooms near the show area to allow for frequent washing (hand sanitizer has not been proven to deactivate this virus).
 - All people touching or handling rabbits should wash their hands before, after, and between rabbits.
 - Show staff, clerks, and judges should minimize handling rabbits from different rabbitry households. They should thoroughly wash their hands with soap and water between touching rabbits belonging to different owners. When possible, they should wear short sleeves and avoid picking up or holding rabbits to avoid contamination of their clothing. Consider "hands-off" judging during the outbreak.
- Implement excellent vector control. Flies, rats, and birds are examples of animals that can move viruses around on their feet and body. Netting and fly traps may help.
- Reduce the public's contact with rabbits. Do not allow non-showing spectators into the rabbit areas. Fence off the show area and post signs to help communicate the need for increased biosecurity.
- Keep show rabbits in cages off the ground and do not allow nose-to-nose contact between rabbits in their cages or on the show table.
- Do not allow sharing of grooming stations, tools or show carpets; designate one per animal or rabbitry.



Controls after the show

- Clean and disinfect the show area immediately after the event.
- Allow a minimum of 18 days between different shows* hosted at the same venue.
- Encourage anonymous reporting of illness to your show office for 3 weeks after the show. Maintain communication with all attendees (list of e-mail addresses or cell phone numbers).

**We recommend keeping show events separate for 18 days, as individual shows will contain different animals from the original show, traveling from different regions with different exposure levels. Separating shows can prevent cross-contamination from animals or equipment, as well as provide adequate time for cleaning and disinfection. In this document, a "show" is an event that is hosted by a different organization with different exhibitors. (For example: A two-day rabbit show for the same animals may be acceptable but hosting a one-day "Open" show immediately followed by a county fair should be discouraged.)*

Before taking rabbits to shows in other states, check with the destination state for their rabbit entry-requirements, and check if your rabbits will be able to return from the show to California. Travel to RHD-affected states and contact with rabbits of unknown origin increases the risk of spreading RHD to domestic and wild rabbits in disease-free areas, even within a state with positive RHD-cases.

For further questions about preventing RHD spread at rabbit shows, please contact ahbfeedback@cdfa.ca.gov.

To report dead domestic rabbits, contact your local CDFA Animal Health Branch:

Animal Health and Food Safety Services Animal Health Branch

Headquarters - (916) 900-5002
 Redding District - (530) 225-2140
 Modesto District - (209) 491-9350
 Tulare District - (559) 685-3500
 Ontario District - (909) 947-4462

USDA-APHIS-VS - (916) 854-3950 or (877) 741-3690

For more information about RHD and biosecurity, visit:
https://www.cdfa.ca.gov/AHFSS/Animal_Health/RHD.html



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

December 8, 2016

D2016-06

TO: District Agricultural Associations, CEOs

SUBJECT: Procurement of Insurance for DAA's

This letter is written to inform District Agricultural Associations (DAAs) that acquiring insurance services from commercial sources outside of the California Department of General Services (DGS) or the California Fair Services Authority (CFSA) is not an option. DAAs with existing private insurance policies should forward policy information to the Fairs & Exposition Branch for review and further direction.

Government Code section 11007.7(c)(4) restricts the sources from where DAAs may procure insurance (i.e., general liability and workers' compensation insurance). Accordingly, DAAs are required to obtain insurance coverage through either DGS or through the CFSA.

DGS provides insurance services through its Office of Risk and Insurance Management (ORIM) and, alternatively, CFSA is the Joint Powers Authority (JPA) that offers an insurance pool for fairs. Inquiries regarding purchasing insurance from either of these two entities should be directed to:

Carrie Willson
DGS – ORIM
707 3rd Street, MS 403
West Sacramento, CA 95605
(916) 376-5278
carrie.willson@dgs.ca.gov

Becky Bailey-Findley
CFSA
1776 Tribute Road, Suite 100
Sacramento, CA 95815
(916) 921-2213
baileyfindley@cfsa.org

If you have any questions regarding this requirement, please contact me.

Sincerely,

John Quiroz, Chief
Fairs & Expositions Branch

cc: Carrie Willson – ORIM
Becky Bailey-Findley - CFSA

