

24th District Agricultural Association (24th DAA)
Tulare County Fair
620 K Street
Tulare, CA 93274
www.tcfair.org



24th DAA BOARD MEETING NOTICE

The 24th DAA Board of Directors will be holding a regular monthly board meeting on
Tuesday, May 18, 2021 at 6:00PM

Location Jockey Club
620 S. K Street, Tulare, CA 93274
or

Join Zoom Meeting: <https://us02web.zoom.us/j/2991550907?pwd=VGZFeTluNnVudFVuSnRRR0RValhBdz09>

Phone #: 1 669 900 6833 US

Meeting ID: 299 155 0907

Passcode: 6202020

24th DAA BOARD OF DIRECTORS

Gary Castro, President
Pricilla Musgrove, Director
Dan Hackey, Director

Greg Gomez, Director
Grace Calderon, Director

CEO/Fair Manager
Dena Rizzardo

PUBLIC PARTICIPATION

Members of the public may request to place items on the agenda of any board meeting, but their placement is within the discretion of the board President. The items must be directly related to 24th DAA business. Request for placement must be made in writing and delivered to the fair office no later than 4:00 PM on the twelfth (12th) business day prior to the board meeting. While the board values the participation of the public, the board President reserves the right to limit the time for public comment to a maximum of five (5) minutes, or less depending on the number of speakers, in order to proceed with the agenda of the day and/or to place the item on the agenda of a future meeting.

All meeting notices, agendas and approved minutes will be available to the public during the meeting and on the 24th DAA website at www.tcfair.org.

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 24th DAA board or committee meeting, or in connection with any other activities on the grounds, may request assistance at the main office 620 K Street, Tulare, CA 93274 559-686-4707.

24th District Agricultural Association (24th DAA)
Tulare County Fair
Tulare County Fairgrounds Main Office Building
620 K Street, Tulare, CA 93274

MEETING NOTICE

The 24th DAA Board of Directors will be holding a regular monthly meeting on the third Tuesday of each month in the Main Office, on the grounds of the 24th DAA, unless otherwise posted.

24th DAA BOARD MEETING AGENDA

Tuesday, May 18, 2021 at 6:00PM

Location Jockey Club
620 S. K Street, Tulare, CA 93274

or

Join Zoom Meeting: <https://us02web.zoom.us/j/2991550907?pwd=VGZFeTluNnVudFVuSnRRR0RValhBdz09>

Phone #: 1 669 900 6833 US

Meeting ID: 299 155 0907

Passcode: 6202020

1. CALL TO ORDER: President Castro

All matters noticed on this agenda may be considered for action. Items listed on this agenda may be considered in any order, at the direction of the chairperson. Any item not so noticed will not be considered or discussed. This agenda, and all notices required by the California Bagley-Keene Open Meeting Act, are available on the internet at: www.tcfair.org.

2. ROLL CALL OF DIRECTORS:

3. DECLARATION OF QUORUM (minimum of five directors must be present):

4. INTRODUCTION OF GUESTS AND STAFF:

5. PUBLIC COMMENT (for items not listed on the agenda):

Speakers are allotted five (5) minutes. Speaker's time may be modified based on the number of public speakers. No speaker may cede their time to another speaker. Public comments on agenda items will be accepted during the meeting as items are addressed. Public comment on issues NOT on the current Agenda is allowed. 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 a docket item.

6. CLOSED SESSION: The Board authorized to meet in Closed Session for the purpose of considering:

- a. Pending Litigation-Personnel (Gov. Code § 11126 (e)(1))
- b. Pending Litigation-Foundation (Gov. Code § 11126 (e)(1))

7. RECONVENE INTO OPEN SESSION: Report any action taken in closed session.

8. CONSENT CALENDAR (Discussion/Action by Board):

The items on the Consent Calendar will be enacted in accordance with recommended action under one motion unless trailed from the Consent Calendar by the Board. Any member wishing to trail an item from the Consent Calendar should notify the CEO prior to the meeting. Trailed items will be considered after the motion to approve the Consent Calendar.

- a. Minutes from the April 2021

- b. Contracts for April 2021
- c. Cash Disbursements for April 2021
- d. Current Finance Report

9. BUSINESS REPORT & INFORMATION (Informational/Action by Board):

- a. CDFA Performance Audit Update # 20-010 & 24th DAA
- b. COVID-19 Pandemic Update
- c. Building 3- CCA Project # 024-21-033 IPA between CCA & 24th DAA
- d. Building 3- CCA Project # 024-21-033 Master Project Agreement between CCA & 24th DAA
- e. Building 3- CCA MPA Resolution
- f. Injury & Illness Prevention Program Policy

10. CORRESPONDENCE (Informational):

- a. CFSA Liability & Workman's Comp Insurance Memo

11. COMMITTEE REPORTS (Informational):

- a. Junior Livestock Auction- Update
- b. Junior Fair Board- Update

12. FAIR REPORT (Informational):

- a. 2021 Fair- Planning update
- b. 2021 Fair Theme

13. CEO REPORT (Informational):

14. MATTERS OF INFORMATION:

- a. CEO Comments
- b. Board of Director Comments
- c. Staff Comments
- d. Items Proposed for Next Board Meeting

15. NEXT MEETING DATE: June 15, 2021 at 6:00 PM.

16. ADJOURNMENT:

Posted May 7, 2021

AMERICANS WITH DISABILITIES ACT

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**24TH DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING
April 13, 2021**

CALL TO ORDER: The 24th District Agricultural Association Board of Directors meeting was called to order at 6:08 PM by President Castro via a zoom conference call.

ROLL CALL/DIRECTORS ABSENT: President Castro, Directors Calderon, Directors Hackey, Director Musgrove, and Director Gomez were all present. There are four (4) vacant board positions.

INTRODUCTION OF GUESTS AND STAFF: CEO Dena Rizzardo, CDFA F&E Sarah Pelle, Cammra Bettencourt, Rochelle Mederos, Stacey Farquharson and JoWayne Lyons were present.

PUBLIC COMMENT:

Cammra Bettencourt, Rochelle Mederos, Stacey Farquharson and JoWayne Lyons presented CEO Rizzardo with the 2019-2020 Tulare County 4-H Distinguished Service Award.

CLOSED SESSION:

CEO Rizzardo reported there is no closed session.

CONSENT CALENDAR (Action by Board): Director Calderon made a motion, seconded by Director Gomez to accept the consent calendar which included minutes from the March 16, 2021 meeting, contracts and cash disbursements for March 2021 and the current financial report.
No public comment.

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Gary Castro	X			
Pricilla Musgrove	X			
Grace Calderon	X			
Greg Gomez	X			
Dan Hackey	X			
4 positions vacant				

BUSINESS REPORT & INFORMATION (Action by Board):

- The CDFA Performance Audit Report # 20-010- CEO Rizzardo reported there is no update at this time. This item will remain on the agenda until the audit is closed out. No public comment
- COVID19 Pandemic Update – CEO Rizzardo state Tulare County is now in the Orange Tier and some limited indoor events are happening, but outdoor events are happening with limited

capacity. We will see more change in the weeks to come. Fair is being planned as Fairs have been placed in the Amusement Park guidance plan. Hopefully more information will be available in May. The fairgrounds are considered an essential business and the office will remain open from 9am – 2pm. Tulare County has the building rented for COVID testing through June 2021. Maintenance will need to be kept on-site as per our rental agreement.

No public comment

- 2020 STOP – CEO Rizzardo presented the 2020 STOP. Director Gomez made a motion, seconded by Director Calderon to approve the 2020 STOP

No public comment.

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Gary Castro	X			
Pricilla Musgrove	X			
Grace Calderon	X			
Greg Gomez	X			
Dan Hackey	X			
4 positions vacant				

CORRESPONDENCE (Information/Action):

As presented in the agenda packet.

No public comment.

COMMITTEE REPORTS (Informational/Action):

- Junior Livestock Auction – debts are paid in full. A payment has been received leaving an outstanding balance to date of \$8,034.00. The bank has been given a letter to except the stale dated checks if presented, so we can clear up the account, six checks have not cleared the account to date.

No public comment

- The Junior Fair Board had their first meeting April 10, 2021 and are planning to attend the May 18, 2021 fair board meeting.

No public comment

FAIR REPORT (Information/Action): 2021 planning update – CEO Rizzardo is still not sure what the fair will look like in 2021, but says we are having a fair. She would like the fair board to help pick at theme at the May meeting. Commercial indoor and outdoor packets will be sent out in the later part of May to those that attended in 2019 giving them first right of refusal to their space then she will open spaces up to new vendors as space allows. Food vendors are invite only and she will be handling those contracts the later part of May as well. With all the social distancing and guidelines that need to be followed this year the packets are going to take some rewording and extra information will need to be set with the packets. The goal is to have the new website up by the first part of May and the Exhibitor Handbooks posted by the first part of June. For the most part ticket sales for the fair will be sold online more to come on this later. Tickets will go on-sale mid-July. Right now, the only event planned in the grandstands is the destruction derby as it is the only cost-effective event that can be held with the current capacity restrictions. Every barn will be utilized to house animals to allow for social distancing, so be ready for changes and be willing to make changes. If we want fair and we want livestock at fair changes

are coming. Entertainment is still up in the air and until more is released on opening large act entertainment will not be booked but be ready for a County Fair. Hopefully by May and June we have more information so we can continue to plan and move forward.

No public comment

CEO REPORT (Information/Action):

None

MATTERS OF INFORMATION:

CEO COMMENTS: CEO Rizzardo thanked Tulare County 4-H for the award she was presented.

BOARD OF DIRECTOR COMMENTS:

President Castro said he is willing to start rounding up community partners to help with projects that need to be completed prior to fair.

STAFF COMMENTS: None

ITEMS PROPOSED FOR NEXT MEETING: None

NEXT MEETING DATE: The meeting is scheduled for May 18, 2021 at 6:00 PM.

ADJOURNMENT: Meeting was adjourned at 6:45 PM.

Approved:

Attest:

Gary Castro
President

Dena Rizzardo
CEO

As of April 30, 2021

	Particulars	Amount	
CURRENT ASSETS			
	CASH ON HAND & IN BANK		
	Petty Cash	200.00	
	Change Fund	0.00	
	Change Fund ATM	0.00	
	Cash - Ops BOS Acct#9369	557,665.86	
	Cash - SW BOS Acct#9318	4,775.35	
	Cash - Global BOS Acct#9377	0.00	
	Cash - Premium BOS Acct#9350	8,087.52	
	Cash - MM - CBB	0.00	
	Cash - JLA Accounts	63,594.17	
	LAIF	4,166.94	
	CD - BOS Acct #5901	0.00	
1	Cash Sweep BOS - 9399	0.00	
	Cash in Bank - JR Fair Board	0.00	
	Cash in Bank - JR Fair Board BOS	600.00	
	Total CASH ON HAND & IN BANK		639,089.84
	ACCOUNTS RECEIVABLE		
	Accounts Receivable	5,000.00	
	Accounts Receivable - JLA	8,034.00	
	A/R Allow For Doubtful Accts	0.00	
	Total ACCOUNTS RECEIVABLE		13,034.00
	Total CURRENT ASSETS		<u>652,123.84</u>
CURRENT LIABILITIES			
	CURRENT LIABILITIES		
	Accounts Payable	60,176.38	
	Accounts Payable JLA	0.00	
	Fees Collected	0.00	
	Tax Liabilities	1,817.80	
	Employee Benefits Withholdings	1,145.33	
	Event Liability	0.00	
	Current Long Term Liab	0.00	
	Guarantee Deposits	7,734.00	
	Misc Liabilities	3,048.09	
	Total CURRENT LIABILITIES		<u>73,921.60</u>
	Current Assets in Excess of Current Liabilities		<u>578,202.24</u>

TULARE COUNTY FAIR / 24TH DAA

STATEMENT OF NET POSITION

April 30, 2021

ASSETS	2021	2020
Current Assets		
Cash - Operating	567,408	567,933
Cash - ATM	-	-
Cash-Premium	8,088	476
Cash - Junior Livestock Auction	63,594	257,495
Cash - JR Fair Board	-	3,048
AR - Operating (Net)	5,000	(2,310)
AR - Junior Livestock Auction	8,034	-
Deferred Charges	-	-
Total Current Assets	\$ 652,124	\$ 826,641
Fixed Assets		
Land	489,069	489,069
Building & Improvements	3,920,707	3,828,947
A/D Buildings & Improvements	(2,962,769)	(2,886,854)
Equipment	244,117	223,667
A/D Equipment	(173,513)	(136,228)
Total Fixed Assets	\$ 1,517,612	\$ 1,518,601
Deferred Outflows of Resources	110,967	110,967
TOTAL ASSETS	\$ 2,280,703	\$ 2,456,209

LIABILITIES & RESOURCES		
Current Liabilities		
Payroll Liabilities	1,818	1,903
Payroll Withholdings	1,145	11,795
AP - Operating	60,176	35,864
AP - Junior Livestock Auction	-	-
Other Liabilities	3,048	3,048
Event Deposits	7,734	10,764
Fees Payable	845	6,649
Deferred Revenue	-	25,000
Current Portion of LT Debt	-	-
Total Current Liabilities	\$ 74,767	\$ 95,023
Long Term Liability		
LTD Associated with Fixed Assets	-	2,434
Leave Liability	7,269	-
Loan Payable - SB 84	37,911	37,911
Net Pension Liability	369,899	369,899
Total Long Term Liability	\$ 415,079	\$ 410,244
Deferred Inflows of Resources	14,841	14,841
TOTAL LIABILITIES	\$ 504,687	\$ 520,109
Reserve - Operating	1,809,661	2,307,889
Reserve - Junior Livestock	163,074	110,353
Reserve - Pension/OPEB	(273,774)	(273,774)
Reserve - Dairy	-	-
Net Income - Operating	71,431	(208,337)
Net Income - JLA	5,624	(31)
TOTAL LIABILITIES & RESOURCES	\$ 2,280,703	\$ 2,456,209

Tulare County Fair
STATEMENT OF OPERATIONS
Board Summary
April 30, 2021

	Activity April 2021	Activity April 2020	YTD April 2021	YTD April 2020	Budget 2021	Balance of Budget
OPERATING REVENUES:						
ADMISSIONS TO GROUNDS	-	-	-	-	379,800	(379,800)
COMMERCIAL REVENUE	-	25	-	75	64,000	(64,000)
CARNIVAL REVENUE	-	-	-	-	329,000	(329,000)
CONCESSION REVENUE	-	-	-	-	202,350	(202,350)
LIVESTOCK REVENUE	-	-	-	-	40,100	(40,100)
COMPETITIVE EXHIBIT REVENUE (NON-LIVESTOCK)	-	-	-	-	-	-
INTERIM REVENUE	37,569	6,356	115,469	45,905	344,210	(228,741)
FAIR ATTRACTION REVENUE	-	-	-	-	130,100	(130,100)
MISCELLANEOUS FAIR REVENUE	455	-	905	2,280	225,687	(224,782)
MISCELLANEOUS NON-FAIR REVENUE	5,785	(434)	15,415	11,496	70,000	(54,585)
SATELLITE WAGERING REVENUE	-	-	-	-	-	-
PRIOR YEAR REVENUE	-	-	(6,581)	176	-	(6,581)
OTHER OPERATING REVENUE	-	-	-	155	-	-

TOTAL REVENUES	43,809	5,948	125,208	60,087	1,785,247	(1,660,039)
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OPERATING EXPENDITURES:						
ADMINISTRATION EXPENSES	28,661	31,217	132,788	151,214	421,847	289,059
MAINTENANCE & GENERAL OPERATIONS	74,356	46,704	123,748	102,606	394,457	270,709
PUBLICITY EXPENSES	-	4,657	1,143	7,001	57,000	55,858
ATTENDANCE OPERATIONS	642	1,735	11,562	9,845	87,500	75,938
MISCELLANEOUS FAIR EXPENSE (NOT including JLA)	916	718	3,665	3,019	86,800	83,135
MISCELLANEOUS NON-FAIR EXPENSE	2,539	105	4,073	5,577	38,559	34,486
COMPETITIVE EXHIBIT EXPENSE	-	-	-	-	28,500	28,500
SATELLITE WAGERING EXPENSES	-	-	-	-	-	-
FAIR ENTERTAINMENT EXPENSES:	-	-	-	-	464,500	464,500
EQUIPMENT EXPENSES	-	24,347	-	24,347	10,000	10,000
PRIOR YEAR OPERATING EXPENSE ADJUSTMENT	-	-	278	460	-	(278)
CASH SHORTAGES & OVERAGES	-	-	-	-	-	-
DEPRECIATION EXPENSE	-	-	-	-	104,132	104,132
PENSION EXPENSE - GASB 68	-	-	-	-	50,229	50,229

TOTAL EXPENSES	107,114	109,484	277,257	304,068	1,743,524	(1,466,267)
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Net Gain/Loss Before Allocation	(63,305)	(103,536)	(152,049)	(243,981)	41,723	(193,772)
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STATE ALLOCATION	146,000	35,644	223,480	35,644	360,644	(137,164)
OTHER F&E ALLOCATIONS	-	-	-	-	-	-
F&E PROJECT FUNDS	-	-	-	-	-	-
FLEX CAPITAL FUNDING	-	-	-	-	-	-
MILLENNIUM FLEX	-	-	-	-	77,480	(77,480)

Net Gain/Loss After Allocation	82,695	(67,892)	71,431	(208,337)	479,847	(408,416)
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Detail of Revenues

	Acct. No.	Activity April 2021	Activity April 2020	YTD April 2021	YTD April 2020	Budget 2021	Balance of Budget
ADMISSIONS TO GROUNDS							
Admission to Grounds	41001	-	-	-	-	282,000	(282,000)
Advance Sales	41015	-	-	-	-	32,500	(32,500)
Admissions-Youth	41010	-	-	-	-	35,000	(35,000)
Admissions-Senior	41017	-	-	-	-	3,200	(3,200)
Discount Fair Admissions	41020	-	-	-	-	5,400	(5,400)
Advance Discount - Jackpot	41018	-	-	-	-	-	-
Discount Fair Admissions-Livestock Season	41022	-	-	-	-	19,000	(19,000)
Discount Fair Admissions-Vendor	41022	-	-	-	-	2,700	(2,700)
TOTAL ADMISSION TO GROUNDS		-	-	-	-	379,800	(379,800)
COMMERCIAL REVENUE							
Commercial Space Insurance Revenue	41500	-	-	-	-	-	-
Outside Commercial Space	41510	-	-	-	-	24,000	(24,000)
Inside Commercial Space	41520	-	-	-	-	37,000	(37,000)
Commerical Space Comission	41550	-	-	-	-	-	-
Application Fees	41530	-	25	-	75	3,000	(3,000)
TOTAL COMMERCIAL REVENUE		-	25	-	75	64,000	(64,000)
CARNIVAL REVENUE							
Carnival	42100	-	-	-	-	-	-
Carnival Presale	42110	-	-	-	-	316,000	(316,000)
Carnival Presale Livestoc	42111	-	-	-	-	13,000	(13,000)
TOTAL CARNIVAL REVENUE		-	-	-	-	329,000	(329,000)
CONCESSION REVENUE							
Concessions	42000	-	-	-	-	183,000	(183,000)
Concessions - Ice Sales	42205	-	-	-	-	11,000	(11,000)
Safe Food Handling Fee	42210	-	-	-	-	2,400	(2,400)
Food Vendor Utility Fee	42240	-	-	-	-	3,000	(3,000)
Vendor Admissions	42250	-	-	-	-	-	-
Non-Food Concessions (Application Fees)	42300	-	-	-	-	650	(650)
RV/Stock Truck Revenue	42310	-	-	-	-	2,300	(2,300)
TOTAL CONCESSION REVENUE		-	-	-	-	202,350	(202,350)
LIVESTOCK REVENUE							
Entry Fees Livestock	43101	-	-	-	-	-	-
Entry Fees On-line Processing	43105	-	-	-	-	9,000	(9,000)
Sponsored Awards Livestock	43200	-	-	-	-	-	-
VIP Parking	43400	-	-	-	-	16,500	(16,500)
Other Insurance	43401	-	-	-	-	3,600	(3,600)
Livestock Parking	43401	-	-	-	-	11,000	(11,000)
Fair Donation	43000	-	-	-	-	-	-
TOTAL LIVESTOCK REVENUE		-	-	-	-	40,100	(40,100)
COMPETITIVE EXHIBIT REVENUE (NON-LIVESTOCK)							
Entry Fees - Adults	43103	-	-	-	-	-	-
Entry Fees - Youth	43102	-	-	-	-	-	-
Entry Fees On-line Processing	43110	-	-	-	-	-	-
Entry Fees On-line Processing (In-House)	43111	-	-	-	-	-	-
Donated & Sponsored Awards	43202	-	-	-	-	-	-
TOTAL COMPETITIVE EXHIBIT REVENUE		-	-	-	-	-	-

Detail of Revenues

	Acct.	Activity	Activity	YTD	YTD		Balance
	No.	April	April	April	April	Budget	of
		2021	2020	2021	2020	2021	Budget
FAIR ATTRACTION REVENUE							
Monster Truck	46100	-	-	-	-	29,500	(29,500)
Rodeo Admission	46200	-	-	-	-	-	-
Tractor Pull	46601	-	-	-	-	-	-
Motorcycle/Tractor Sponsorship	46410	-	-	-	-	1,000	(1,000)
Destruction Derby	46400	-	-	-	-	57,000	(57,000)
Jaripeo Baile	46500	-	-	-	-	42,600	(42,600)
TOTAL FAIR ATTRACTION REVENUE		-	-	-	-	130,100	(130,100)
MISCELLANEOUS FAIR REVENUE							
Vendor Parking	47700	-	-	-	-	2,957	(2,957)
Parking	47100	-	-	-	-	47,731	(47,731)
Other (Specify)	47800	-	-	-	-	-	-
Other - Merchandise Sales	47810	-	-	-	-	-	-
Sponsorships	47900	-	-	-	-	175,000	(175,000)
Event Staff on Duty	48500	455	-	905	2,280	-	905
TOTAL MISCELLANEOUS FAIR REVENUE		455	-	905	2,280	225,687	(224,782)
MISCELLANEOUS NON-FAIR REVENUE							
Swap Meet	47405	5,785	240	15,415	12,170	45,000	(29,585)
Grounds Improvement - Swap Meet	48600	-	(674)	-	(674)	-	-
Grounds Improvement - Water Conservation Grant	48600	-	-	-	-	25,000	(25,000)
TOTAL MISCELLANEOUS NON-FAIR REVENUE		5,785	(434)	15,415	11,496	70,000	(54,585)

Detail of Revenues

	Acct. No.	Activity April 2021	Activity April 2020	YTD April 2021	YTD April 2020	Budget 2021	Balance of Budget
INTERIM REVENUE							
Building Rentals	48100	36,330	4,320	110,425	27,120	267,000	(156,575)
Grounds Rental	48200	-	-	600	135	20,010	(19,410)
Grandstand/Speedway	48201	-	-	-	3,964	1,750	(1,750)
Interim RV/Camping Fees	48202	100	2,000	2,725	2,970	30,000	(27,275)
Equipment Rental	48300	150	-	150	415	2,700	(2,550)
Concessions Revenue	48400	-	-	-	-	7,000	(7,000)
Security on Duty	48500	-	-	280	2,379	3,525	(3,245)
Event Attendant	48501	480	35	780	7,167	10,725	(9,945)
Trash Removal	48501	-	-	-	1,710	1,500	(1,500)
ATM Revenue	48700	-	-	-	-	-	-
Non Fair Misc	47505	500	-	500	-	-	500
Interest Earnings	49510	9	1	9	45	-	9
Other Operating Revenue-State checks	49530	-	-	-	-	-	-
Credit Card Fees	48730	-	-	-	-	-	-
TOTAL INTERIM REVENUE		37,569	6,356	115,469	45,905	344,210	(228,741)
PRIOR YEAR REVENUE							
Prior Year Revenue	49000	-	-	(6,581)	176	-	(6,581)
TOTAL PRIOR YEAR REVENUE		-	-	(6,581)	176	-	(6,581)
OTHER OPERATING REVENUE							
Misc Revenue	48700	-	-	-	155	-	-
TOTAL OTHER OPERATING REVENUE		-	-	-	155	-	-

Detail of Expenditures

	Acct. No.	Activity April 2021	Activity April 2020	YTD April 2021	YTD April 2020	Budget 2021	Balance of Budget
ADMINISTRATION EXPENSES							
Salaries & Wages - Permanent	50100	9,058	9,576	36,259	61,576	94,006	57,747
Salaries & Wages - Temporary	50200	3,424	5,004	11,100	20,258	54,488	43,388
Compensated Absence Expense	50300	272	224	1,088	224	5,584	4,496
Employee Benefits	50310	41	25	235	25	319	84
Payroll Taxes	50320	923	839	3,199	5,536	10,020	6,821
Employee Retirement	50330	3,606	3,337	12,534	5,763	35,000	22,466
Professional Services	50400	3	-	12	585	20,000	19,988
Traveling Expense Employees	50600	-	400	-	574	2,500	2,500
Office Supplies	50700	253	3,310	1,860	4,533	8,000	6,140
Telephone	50800	746	1,102	2,996	2,834	8,500	5,504
Postage	50820	-	195	145	336	2,000	1,855
Dues & Subscription	50900	-	475	1,100	3,690	7,420	6,320
General Liability Insurance	51000	3,672	-	18,798	22,335	44,060	25,262
Property Insurance	51020	-	-	-	-	20,000	20,000
Other Misc Expense	51100	79	116	292	663	2,500	2,208
Alarm Expense	51101	-	80	-	160	1,000	1,000
Credit Card Processing Fees	51102	71	16	166	72	1,100	934
Legal Fees	51103	3,355	-	21,560	-	40,000	18,440
Finance Charges	51104	-	-	3	-	-	(3)
Gateway Fees-Online	51106	41	15	162	45	250	88
Computer & Payroll Process	51107	1,523	887	7,639	5,367	17,500	9,861
CFSA Admin Fees	51108	15	51	71	240	600	529
Interest Expense	51110	-	-	-	-	-	-
Workers Compensation Insurance	51200	1,579	5,566	6,314	10,022	22,000	15,686
Unemployment Insurance	51300	-	-	7,254	6,375	25,000	17,746
Audit Cost	51300	-	-	-	-	-	-
Bad Debt Expense	51400	-	-	-	-	-	-
TOTAL ADMINISTRATION EXPENSE		28,661	31,217	132,788	151,214	421,847	289,059

Detail of Expenditures

	Acct.	Activity	Activity	YTD	YTD	Budget	Balance
	No.	April	April	April	April	2021	of
		2021	2020	2021	2020		Budget
MAINTENANCE & GENERAL OPERATIONS							
Salaries & Wages - Permanent	50000	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	2,744	7,032	13,945	28,095	48,444	34,499
Salaries & Wages - Temporary Fair	50100	-	-	-	-	50,400	50,400
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Salaries & Wages - Temporary Maintenance	52100	30	30	149	102	-	(149)
Employee Benefits	52201	-	-	-	-	-	-
Compensated Absence	52204	-	-	-	-	-	-
Payroll Taxes	50302	40	254	398	1,487	3,513	3,115
Employee Retirement	50303	-	758	928	5,157	-	(928)
Travel / Training	50600	-	-	-	-	600	600
Professional Services - Maintenance	52300	-	-	720	-	30,000	29,280
Professional Services - Security	52300	-	-	1,332	-	15,000	13,668
Rental Land & Bldgs	52400	-	-	-	-	8,500	8,500
Rent Maintenance Equipment	52500	-	-	-	-	5,000	5,000
Electric	52800	4,522	5,761	12,279	11,714	86,000	73,721
Water	52801	2,519	4,630	8,938	9,047	32,500	23,562
Sewer	52802	665	2,695	1,681	5,380	15,500	13,819
Natural Gas	52803	1,052	1,374	6,017	5,577	11,000	4,983
Fuel/Propane	52804	220	1,013	1,880	1,013	5,000	3,120
Maint of Equipment	52900	224	2,994	422	5,900	10,000	9,578
Maint of Bldgs and Grounds	53000	61,600	18,826	71,629	25,955	60,000	(11,629)
Trash Removal, Clean Up	53100	740	1,335	3,431	2,786	10,500	7,069
Other Maintenance Expense	53200	-	-	-	-	-	-
Special Repairs	53300	-	-	-	394	2,500	2,500
Portable Toilets	57300	-	-	-	-	-	-
Repairs & Maintenance	91400	-	-	-	-	-	-
TOTAL MAINTENANCE EXPENSE		74,356	46,704	123,748	102,606	394,457	270,709
PUBLICITY EXPENSES							
Publicity	54000	-	4,657	1,143	5,501	20,000	18,858
Contracted Services	54200	-	-	-	-	-	-
Advertising	54400	-	-	-	1,500	30,000	30,000
Promotional Expense	54500	-	-	-	-	5,000	5,000
Promotional Poster Art	54525	-	-	-	-	2,000	2,000
Other Publicity Expense	54800	-	-	-	-	-	-
TOTAL PUBLICITY EXPENSE		-	4,657	1,143	7,001	57,000	55,858
ATTENDANCE OPERATIONS							
Salaries & Wages - Temporary (Attendance)	50100	-	-	-	-	33,000	33,000
Salaries & Wages - Temporary (Parking)	50100	-	-	-	-	7,000	7,000
Payroll Taxes	50302	-	-	-	-	800	800
Professional Services Contract	56200	642	1,735	11,562	9,845	42,000	30,438
Attendance- Other/Hotels	56400	-	-	-	-	200	200
Supplies & Expense	56300	-	-	-	-	4,500	4,500
TOTAL ATTENDANCE OPERATIONS		642	1,735	11,562	9,845	87,500	75,938

Detail of Expenditures

	Acct.	Activity	Activity	YTD	YTD	Budget	Balance
	No.	April	April	April	April	2021	of
		2021	2020	2021	2020		Budget
MISCELLANEOUS FAIR EXPENSE (NOT including JLA)							
Salaries & Wages - Temporary (Events)	57101	-	-	-	-	1,500	1,500
Payroll Taxes	57101	-	-	-	-	200	200
Parking Lot	57101	-	-	-	-	10,000	10,000
Other Parking Expense	57106	-	-	-	-	-	-
T-Shirts	57200	-	-	-	130	-	-
Carnival Pre-Sale	57201	-	-	-	-	40,300	40,300
Trash & Porta Potties	57300	916	718	3,665	1,398	10,000	6,335
Parade	57500	-	-	-	-	1,000	1,000
Sponsorships	57700	-	-	-	-	5,000	5,000
Other Misc Far Expenses	57800	-	-	-	-	1,000	1,000
Fair Hotels	57801	-	-	-	-	10,000	10,000
Radio/Golf Carts	57802	-	-	-	1,492	4,500	4,500
Commercial/Concessions	57900	-	-	-	-	3,300	3,300
TOTAL MISCELLANEOUS FAIR		916	718	3,665	3,019	86,800	83,135
MISCELLANEOUS NON-FAIR EXPENSE							
Salaries & Wages - Temporary (Events)	50100	1,896	98	2,995	5,395	35,000	32,005
Payroll Taxes	50302	47	7	131	186	1,059	928
Employee Retirement	50303	-	-	-	-	-	-
Swap Meet Expense	57105	-	-	-	-	1,100	1,100
Miscellaneous	57000	596	-	947	(4)	1,400	453
TOTAL MISCELLANEOUS NON-FAIR		2,539	105	4,073	5,577	38,559	453
COMPETITIVE EXHIBIT EXPENSE							
Salaries & Wages - Temporary (Exhibits)	50100	-	-	-	-	-	-
Salaries & Wages - Temporary (Livestock)	63101	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Premiums Paid	58100	-	-	-	-	2,000	2,000
Tropies, Medals, Ribbons	58200	-	-	-	-	5,000	5,000
Professional Services Exhibits	63200	-	-	-	-	5,000	5,000
Professional Svcs Livestock	63300	-	-	-	-	5,000	5,000
Supplies	63400	-	-	-	-	-	-
Supplies - Livestock	63410	-	-	-	-	1,500	1,500
Supplies - Exhibits	63440	-	-	-	-	1,500	1,500
Other- Exhibits	63700	-	-	-	-	-	-
Tent Rental	63500	-	-	-	-	8,500	8,500
TOTAL COMPETITIVE EXHIBIT EXPENSE		-	-	-	-	28,500	28,500

Detail of Expenditures

	Acct. No.	Activity April 2021	Activity April 2020	YTD April 2021	YTD April 2020	Budget 2021	Balance of Budget
SATELLITE WAGERING EXPENSES							
Salaries & Wages - Permanent	50000	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Employee Benefits	65115	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Satellite Wagering	65105	-	-	-	-	-	-
Workers Compensation Sattelite	65135	-	-	-	-	-	-
Repairs	65405	-	-	-	-	-	-
Supplies	65615	-	-	-	-	-	-
Alarm System	65616	-	-	-	-	-	-
Utilities	64720	-	-	-	-	-	-
TOTAL SATELLITE WAGERING EXPENSE		-	-	-	-	-	-
FAIR ENTERTAINMENT EXPENSES:							
Salaries & Wages	66100	-	-	-	-	-	-
Salaries & Wages - Temporary	66101	-	-	-	-	-	-
Professional Services	66200	-	-	-	-	45,500	45,500
Supplies & Expenses	66300	-	-	-	-	-	-
Fuel/Generators	66301	-	-	-	-	-	-
Production Costs	66302	-	-	-	-	80,000	80,000
Demolition Derby	66400	-	-	-	-	7,500	7,500
Grounds Act	66500	-	-	-	-	125,000	125,000
Grandstand Entertainment	66600	-	-	-	-	50,000	50,000
Insurance/Tshirts/Tickets	66702	-	-	-	-	-	-
Entertainment Stages	66601	-	-	-	-	150,000	150,000
Hospitality/Hotel	66703	-	-	-	-	6,500	6,500
TOTAL FAIR ENTERTAINMENT EXPENSE		-	-	-	-	464,500	464,500
EQUIPMENT EXPENSES							
Equipment Purchase Non-Capitalized	72300	-	3,897	-	3,897	10,000	10,000
Equipment Purchase Capitalized (>\$5K)	91300	-	20,451	-	20,451	-	-
TOTAL EQUIPMENT EXPENSE		-	24,347	-	24,347	10,000	10,000
PRIOR YEAR OPERATING EXPENSE ADJUSTMENT							
Prior Year Operating Expense Adjustment	80000	-	-	278	460	-	(278)
Prior Year Bad Debt Expense Adjustment	80010	-	-	-	-	-	-
PRIOR YEAR OPERATING EXPENSE		-	-	278	460	-	(278)
CASH SHORTAGES & OVERAGES							
Cash Short/Over	85000	-	-	-	-	-	-
Cash Short/Over Ticket Sales	85001	-	-	-	-	-	-
CASH (OVER)/UNDER		-	-	-	-	-	-
DEPRECIATION EXPENSE							
Depreciation	90000	-	-	-	-	104,132	104,132
TOTAL DEPRECIATION EXPENSE		-	-	-	-	104,132	104,132

AP Payments Check Register

Board

Tulare County Fair
Sam Harrison

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Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
ACH04022021	4/2/2021	PERS	CalPERS Retirement	1,702.54	9,732
P-84939106	4/5/2021	Zoom	Zoom Video Communications Inc.	15.89	9,734
ACH04302021	4/30/2021	PERS	CalPERS Retirement	3,916.12	9,736
36764	4/15/2021	AAAQua	AAA Quality Services, Inc.	916.36	9,740
36765	4/15/2021	Aramark	Aramark	74.04	9,741
36766	4/15/2021	CFSA	California Fairs Service Authority	7,139.32	9,742
36767	4/15/2021	CitTul	City of Tulare	3,333.01	9,743
36768	4/15/2021	Comcast	Comcast	342.26	9,744
36769	4/15/2021	DesSal	Desiderio Salas	500.00	9,745
36770	4/15/2021	EliTorr	Eliana Torres	500.00	9,746
36771	4/15/2021	ErnPac	Ernest Packaging Solutions	449.62	9,747
36772	4/15/2021	JacBen	Jack Benigno Tree Service, Inc.	3,351.22	9,748
36773	4/15/2021	JCLANS	JC Lansdowne Distributor Inc	1,579.09	9,749
36774	4/15/2021	JesAlv	Jessica Alva	500.00	9,750
36775	4/15/2021	Leaf	LEAF	114.92	9,751
36776	4/15/2021	MorLev	Morris Levin & Son	42.39	9,752
36777	4/15/2021	PerCar	Perfect Care Landscape & Maintenance	3,295.00	9,753
36778	4/15/2021	TulEnv	Tulare County Environmental Health	287.00	9,754
PYM210594	4/16/2021	Citadel	Citadel (Time Clock)	3.00	9,755
36779	4/19/2021	CurMer	Curtis Merrill Construction	27,500.00	9,756
36780	4/30/2021	Aramark	Aramark	119.69	9,759
36781	4/30/2021	CalTurf	California Turf Equipment & Supply Inc.	468.39	9,760
36782	4/30/2021	CliBus	Cline's Business Equipment, Inc.	38.22	9,761
36783	4/30/2021	Comcast	Comcast	404.09	9,762
36784	4/30/2021	DelDen	Delta Dental	104.06	9,763
	4/30/2021	GlaInc.	Gladstone Inc.	965.42	9,778 (Voided)
36785	4/30/2021	Grapevine	Grapevine MSP	642.00	9,764
36786	4/30/2021	Res.Com	Res.Com Pest Control	45.00	9,765
36787	4/30/2021	SoCalEdi	Southern California Edison	4,285.88	9,766
36788	4/30/2021	SoCalGas	Southern California Gas	1,052.31	9,767
36789	4/30/2021	Sparkletts	Sparkletts	29.67	9,768
36790	4/30/2021	StaOf	State of California Dept of Justice	3,355.00	9,769
36791	4/30/2021	TCF	Tulare County Fair	500.00	9,770
36792	4/30/2021	TulEnv	Tulare County Environmental Health	309.00	9,771
36793	4/30/2021	WindPro	Windmill Propane	21.55	9,772
36794	4/30/2021	YesSan	Yesenia Santiago	500.00	9,773
	4/30/2021	GilAlv	Gilberto Alvarez	2,635.00	9,774 (Voided)
	4/30/2021	GilAlv	Gilberto Alvarez	2,635.00-	9,775 (Voided)
36795	4/30/2021	GilAlv	Gilberto Alvarez	555.00	9,776
36796	4/30/2021	GilAlv	Gilberto Alvarez	2,080.00	9,777
	4/30/2021	GlaInc.	Gladstone Inc.	965.42-	9,779 (Voided)
Debit Card - 0001493	4/22/2021	Amazon	Amazon	135.96	9,785
72	4/30/2021	GlaInc.	Gladstone Inc.	965.42	9,780
CaTax03312021	4/5/2021	EDD	EMPLOYMENT DEVELOPMENT DEPARTMENT	160.75	9,730
FedTax03312021	4/5/2021	IRS	Internal Revenue Service	1,530.33	9,731
FedTax04152021	4/20/2021	IRS	Internal Revenue Service	1,717.89	9,737
CaTax04152021	4/20/2021	EDD	EMPLOYMENT DEVELOPMENT DEPARTMENT	182.33	9,738
<hr/>					
Total Payments:	47				
Total Amount:	74,764.32				

Check Register

Check Register

Tulare County Fair
Sam Harrison

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Check #	Void	Date	Employee	Name	Amount
1374		4/15/2021	GuVill	Villa, Guadalupe M	1,077.24
1375		4/30/2021	GuVill	Villa, Guadalupe M	1,252.53
Direct Deposit		4/15/2021	AnIban	Ibanez, Angelica M	1,365.42
Direct Deposit		4/15/2021	DeHick	Hicks, Deborah	907.25
Direct Deposit		4/15/2021	DeRizz	Rizzardo, Dena L	2,672.30
Direct Deposit		4/15/2021	HeTaut	Tautuaa, Heione	284.43
Direct Deposit		4/30/2021	AnIban	Ibanez, Angelica M	347.12
Direct Deposit		4/30/2021	DeHick	Hicks, Deborah	1,022.92
Direct Deposit		4/30/2021	DeRizz	Rizzardo, Dena L	2,672.30
Direct Deposit		4/30/2021	HeTaut	Tautuaa, Heione	284.43
Grand Totals: 10 Disbursements to 5 Employees					11,885.94

**INDIVIDUAL PROJECT AGREEMENT
BETWEEN CALIFORNIA CONSTRUCTION AUTHORITY
and
24th DISTRICT AGRICULTURAL ASSOCIATION, TULARE COUNTRY FAIR
for
BUILDING 3 UPGRADE AND REMODEL
CCA PROJECT# 024-21-033**

This Individual Project Agreement (“IPA”) is entered into this Monday, April 26, 2021, by and between the Construction Authority (“CCA”), a joint powers authority, and the 24th District Agricultural Association, Tulare Country Fair (“Fair”). CCA and Fair are referred to as the “parties” and individually referred to as a “party.”

Whereas, CCA and Fair desire to enter into this IPA to specify how CCA will perform certain project services for Fair. Now, therefore, the parties agree as follows:

1. Master Project Agreement Incorporated. All terms and conditions of the Master Project Agreement between the parties dated March 20, 2021 will be incorporated herein by this reference.
2. Scope of Services. CCA shall perform the services and work set forth in the Scope of Services (“Services”), attached hereto as Exhibit “A” and incorporated herein, for the identified project (“Project”).
3. Not to Exceed Amount. Payment by Fair under this IPA shall not exceed the amount of **Two Million, Two Hundred Eighty-Seven Thousand, Fifteen and 00/100 Dollars (\$2,287,015.00)** or as later modified in writing between the parties.
4. Project Budget; CCA Fees. The Project Budget Outline, including CCA fees, is attached hereto as Exhibit “B” and incorporated herein. Fair agrees to pay CCA for the Services in accordance with the Project Budget Outline.
5. Installment Invoicing. Payment will be made in eight (8) installments, as follows:

Initial Payment: The first payment (the “Initial Payment”) shall be in the amount of **ONE HUNDRED FORTY THOUSAND and 00/100 Dollars (\$140,000.00)** and shall be paid concurrently with the execution of this Agreement.

Subsequent Payment: There will be seven (7) subsequent payments that will be divided between the IPA total amount balance (\$2,147,015.00), and shall each be in the following amounts: **ONE HUNDRED EIGHTY THOUSAND and 00/100 DOLLARS (\$180,000.00) (2ND Payments); THIRTY-FIVE THOUSAND and 00/100 DOLLARS (\$35,000.00) (3rd Payment); FOUR HUNDRED TWENTY THOUSAND and 00/100 DOLLARS (420,000.00) (4th, 5th, 6th and**

7th Payments): and TWO HUNDRED FIFTY-TWO THOUSAND, FIFTEEN and 00/100 DOLLARS, (\$432,015.00) (Final/8th Payment).

Payments shall be made on or before the timeframe specified as per the Payment Schedule, see Exhibit B, and will be deposited in the Project Fund Account. Payments may be made as a single payment, or numerous payments (based on reimbursement process), with the full payment amount being made to CCA by the due date. Following the occurrence of an Event of Default, without any further action of CCA, interest on all outstanding payments will thereafter accrue at 6.29% per annum.

6. Project Budget Funds. Fair shall place the Project Budget funds into the Project Fund Account held by CCA. CCA shall administer the Project Fund Account in accordance with the terms of this IPA and CCA policy. CCA shall provide Fair with accounting reports of Project funds at completion of project following reconciliation, or upon request of the Fair if required.

7. Approvals by Fair.

CCA may request Fair approval of the Project at the following milestones:

- a. Fair to approve the award of the construction contract following the CCA procurement process, and prior to construction commencing.
 - b. Fair to approve payments to the Project contractor(s), prior to CCA making payments.
8. Termination. Either party may terminate this IPA by giving the other party 30 days prior written notice of termination and completing any non-revocable obligations. Upon termination of this IPA, Fair shall compensate Authority, in accordance with the Project Budget, for all Services performed prior to termination including compensation for all non-revocable obligations. Notice of such termination shall be given in accordance with Section 11 (Notice) of the Master Services Agreement.

This IPA is executed as of the date first above written.

CALIFORNIA CONSTRUCTION AUTHORITY

Name: Randy Crabtree Jr.
Title: Executive Officer

Date

24th DISTRICT AGRICULTURAL ASSOCIATION, TULARE COUNTRY FAIR

Name: Dena Rizzardo
Title: CEO

Date

EXHIBIT “A”

SCOPE OF SERVICES

1. The Fair’s designated Project is the “Building 3 Upgrade and Repair”. The site of the Project is at the Tulare Country Fair, 620 K Street, Tulare, California 93274 (“Fair”).
2. Upon receipt of signed IPA, CCA will perform the following services and work:
 - A. The contract will be between CCA and the Fair. This IPA addresses the full project. The project consists of four phases as follows:
 - Phase 1: Design Development
 - Phase 2: Construction Design
 - Phase 3: Bidding Process
 - Phase 4: Construction
 - B. CCA will retain a qualified design engineer to design the project, prepare engineering plans, drawing and specifications for bidding and construction purposes to conduct the project. This may include material selection, code compliance review, design drawings and associated details. (Phase 1 and Phase 2).
 - The plans are to be prepared and stamped by a qualified registered engineer, and reviewed and approved by CCA and OSFM.
 - CCA will provide project management and administration services associated with the project design phase process.
 - C. CCA will prepare and coordinate the bid documents and manage the bid solicitation, RFC process, job walk, Addendum process, and bid opening. The bid documents will include contracting information and technical specifications for bidding purposes. (Phase 3)
 - A single Bid Document will be prepared, with a single pre-bid meeting/job walk and bid opening event to address the project per directions prepared by the CCA. A single contractor will be retained by CCA, to perform the construction work.
 - CCA will review bids, check references, check licenses and registrations, public records requests, public works compliance, and issue notices to award construction contract.
 - CCA will provide project management and administration services associated with the project design and bidding process.
 - This project is addressed by a CA Senate Bill 5 (SB5) grant. Fees associated with Phase 3 activities required by other governmental agencies, or public or private entities, i.e. State Fire Marshall, et al, are included.

D. Based upon the formal bidding process, CCA will retain the contractor to conduct the construction work in accordance with approved plans (Phase 4). The project scope of work consist of labor, equipment and materials to upgrade and improve the Fair's wastewater treatment system. Phase 4 intended work consists of the following:

- Install new single-ply roofing system on roof and covered entrances, with new gutters and downspouts.
- Install ceiling and wall installation, i.e. R-30 insulation, to meet Title 24 requirements.
- Install HVAC system in the main assembly hall (based on size and occupancy, a 90 ton unit required). Unit would be ground mounted outside of the building. Installation of the HVAC system will require upgrading the electrical power of the building to 600 amps, with new panels, transformer, switchboard, etc.
- Install Fire Sprinkler System, to include kitchen area.
- Install Fire Alarm System with associated emergency equipment to meet Fire Code requirements. To include kitchen area.
- Replacement of existing interior lighting with a LED system to meet Title 24 requirements.
- New doors and frames with associated hardware, i.e. panic bars.
- All work is to comply with all current applicable California Codes, and be fully operational at the project completion.
- CCA will provide project management and administration services associated with the construction process.
- CCA will provide all construction inspections and conduct project closeout at project completion.
- This project is addressed by a CA Senate Bill 5 (SB5) grant. Fees for services required by other governmental agencies, or public or private entities, i.e. State Fire Marshall, etc., are included.

CCA will not provide indemnification or evidence of errors or omissions insurance to the Fair.

The performance of CCA's scope of services is to the benefit of the Fair. To accomplish these services, CCA may engage third parties. Additionally, known and unknown third parties may be affected by the performance of this IPA. Therefore, the Fair agrees to reimburse CCA for all costs and expenses incurred in connection with the Project or arising out of the performance of this IPA, including, but not limited to, all costs and expenses arising out of claims asserted by third parties against CCA. The Fair shall not reimburse CCA for costs and expenses incurred as a result of CCA's sole, active negligence or willful misconduct.

Should a dispute arise and either party is required to institute any action or proceeding to enforce any provision of this IPA or for damages by reason of an alleged breach of any provision hereof, the prevailing party shall be entitled to receive all costs and expenses (including reasonable attorneys' fees and disbursements) incurred by such prevailing party in connection with such action or proceeding. CCA

will take no further action until the Fair accepts the terms and conditions of this IPA. CCA represents and warrants that it has the statutory and/or legal authority to enter into contracts with general contractors for the express and specific purpose of performing the work identified in the IPA. CCA further represents and warrants that it has the statutory and/or legal authority to enter into this IPA with the Fair.

The cost to implement the full project scope of work including estimated direct expenses and fees is \$2,287,015.00. Please note the breakout of the allocation of costs, see Exhibit B.

EXHIBIT “B”

PROJECT BUDGET OUTLINE

BUILDING 3 UPGRADE & REMODEL

TULARE COUNTY FAIR/24th DAA

CCA PROJECT No. 024-20-033

Cost Breakdown

<u>PROJECT COSTS</u>		
Phase 1: Design Development	\$ 137,355.00	
Phase 2: Construction Design	\$ 181,430.00	
Phase 3: Bidding Process	\$ 33,760.00	
Phase 4: Construction	\$ 1,934,470.00	
		\$ 2,287,015.00
Total Costs, with Fees		\$ 2,287,015.00

Each Phase contains Contingency Funds. Any Contingency Funds not used during its designated Phase, will be transferred to the Contingency Funds of a later Phase.

PAYMENT SCHEDULE

TULARE COUNTRY FAIR (24A DAA) BUILDING 3 UPGRADE AND REMODEL CCA PROJECT No.24A-21-033

Project
Budget \$2,287,015.00

<u>Payment No.</u>	<u>Payment Due Date</u>	<u>Minimum Amount (\$)</u>	<u>Total Payment (\$)</u>
Initial Payment	Upon Execution of Agreement	\$ 140,000.00	\$ 140,000.00
2	Within 45 days of Agreement Execution	\$ 180,000.00	\$ 320,000.00
3 ²	30-days prior to Bid Due Date	\$ 35,000.00	\$ 355,000.00
4 ²	Within 10-days of Bidding Completion	\$ 420,000.00	\$ 775,000.00
5	Within 30-days of Contractor Notice to Proceed	\$ 420,000.00	\$ 1,195,000.00
6 ³	Within 45-days of Start of Construction	\$ 420,000.00	\$ 1,615,000.00
7	Within 75-days of Start of Construction	\$ 420,000.00	\$ 2,035,000.00
8	Within 100-days of Start of Construction	\$ 252,015.00	\$ 2,287,015.00

Dates will be set based on project milestones and presented in an IPA Addendum.

Payment amount due by milestone date. Payment to be single payment or multiple payments as reimbursement is processed.

Estimated Construction Time: 120 days from Contractor Mobilization /Start of Construction.

1. Actual date based on CCA Code Analysis and Office of State Fire Marshal Reviews and Issue of Permits.
2. Bid Due Date to be Determined between CCA and Fair.
3. Start of Construction to be determined between CCA, Fair, and Awarded Contractor.



California
CONSTRUCTION
Authority

1776 Tribute Road, Suite 220
Sacramento, CA 95815

Reception (916) 263-6100
Fax (916) 263-6116

Tulare County Fair
215 E. Alpine Ave.
Tulare, CA 93274

Invoice

Invoice Number: 3008
Invoice Date: 4/26/2021
Customer Code: 24th
Project: 02421027
SB5 Building Remodel

-Please make checks payable to California Construction Authority
-Please process payment via ACH/WIRE or send check via certified mail,
contact CCA for more details

Description	Amount
SB5 Building Remodel Initial Payment 1 of 8	140,000.00
	\$140,000.00

Thank you for your business!

Terms: **Due in 30 Days**

Questions: mlee@ccaauthority.org

Net Invoice: \$140,000.00
Sales Tax: 0.00
Invoice Total: \$140,000.00



California
CONSTRUCTION
AUTHORITY

1776 Tribute Road, Suite 220
Sacramento, CA 95815

Reception (916) 263-6100
Fax (916) 263-6116

FINANCING
DESIGN
CONSTRUCTION

MASTER PROJECT AGREEMENT BETWEEN CCA AND FAIR

This Master Project Agreement ("Master Agreement") is entered into this **19th day of APRIL 2021**, by and between the California Construction Authority, a joint powers authority ("Authority" or "CCA"), and the **24th District Agricultural Association, Tulare County Fair** ("Fair"). Authority and Fair are collectively referred to as the "parties" and individually referred to as a "party."

Whereas, Authority and Fair desire to enter into this Master Agreement to specify how Authority will perform certain services for Fair.

Now, therefore, the parties agree as follows:

1. Designation of Projects. Fair will request and Authority may provide written Individual Project Agreements designating (1) the specific scope of services for the individual project ("Project"), (2) the time for completion of the Project services, (3) the amount to be paid by Fair to Authority for the Project, including the amount of the deposit to be paid to Authority; and (4) any interim approvals determined appropriate by Fair for the performances of the services. The Individual Project Agreements ("IPA") shall be in substantially the form attached hereto as Attachment "I". If Authority is willing to perform the requested services set forth in the Individual Project Agreement within terms specified in the Individual Project Agreement, the parties shall sign the Individual Project Agreement.
2. Scope of Services. Authority shall perform the services set forth in the signed Individual Project Agreement. All consultants, professional services and general contractors necessary shall be retained by the Authority and selected in accordance with the California Public Contract Code and other applicable laws. Services provided by the Authority may include project management, and contract management, project administration and bidding services, along with all inspection services on the construction portion of the Project. The Authority will conduct and/or interface with other applicable agencies for all required construction inspections in accordance with the California Building Codes.
3. Access to Documents. Authority agrees that all contract documents, notes, designs, drawings, plans, specifications and other technical data produced pursuant to an Individual Project Agreement shall be made available to Fair, upon request.

4. Audit. Fair shall have the right, at its own expense, to audit the books and records of Authority relating to any Services performed pursuant to this Master Agreement. Said audit shall be conducted, if at all, within two years following the date of completion of the subject Services.
5. Alteration. No alternations or variation of the terms of this Master Agreement shall be valid unless made in writing and signed by the parties hereto and no oral understanding or agreement not incorporated herein shall be binding upon the parties.
6. Authority's Representative. Authority's representative shall be the Managing Director of Authority.
7. Fair's Representative. Fair's representative shall be the Chief Executive Officer of Fair.
8. Compensation and Payment. Payment for Services and Project Costs will be made by Fair to Authority as set forth specifically in the Individual Project Agreement, which shall include the amount placed on deposit with Authority for the Project. "Total Project Costs" will include but are not limited to project management and administration, design and bidding services,, construction and contingencies, fees, third party charges such as legal fees, and Authority staff time, travel, and overhead.
9. Indemnity.

Authority shall defend, indemnify, and hold harmless Fair, its officers, directors, employees, representatives and agents, from and against any and all liability, loss, expense (including reasonable attorneys' fees and litigation expenses), or claims for injury or damages arising out of the performance of this Master Agreement or any Individual Project Agreement between Authority and Fair, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by, or result from, the negligent or intentional acts or omissions of Authority, or its officers, directors, employees, representatives or agents.

Fair shall defend, indemnify, and hold harmless Authority, and its officers, directors, employees, representatives and agents, from and against any and all liability, loss, expense (including reasonable attorneys' fees and litigation expenses), or claims for injury or damages arising out of the performance of this Master Agreement or any Individual Project Agreement between Fair and Authority, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by, or result from, the negligent or intentional acts or omissions of Fair, or its officers, directors, employees, representatives or agents.

The provisions of this Section shall survive the expiration, termination or assignment of this Master Agreement or any Individual Project Agreement between the parties.

10. Termination. Either party may terminate this Master Agreement by giving the other party not less than thirty (30) days prior written notice of termination and by completing any non-revocable obligations. This Master Agreement shall remain in force until terminated. Any Services to be provided under an Individual Project Agreement which remains in force and extends past the thirty (30) day notice of termination period shall extend the termination date

of this Master Agreement until the completion and approval of the Individual Project Agreement Services. Upon termination of this Master Agreement, Fair shall compensate Authority for all Individual Project Agreement Services performed prior to termination.

11. Notice. All notices required or provided for under this Master Agreement or an Individual Project Agreement shall be in writing and delivered in person, by reputable overnight delivery service, or sent by first class U.S. mail, postage prepaid.

Notices to be given to Fair shall be addressed as follows:

Tulare County Fair
Attn: Chief Executive Officer
620 South K St.
Tulare, CA 93274

Notices to be given to Authority shall be addressed as follows:

California Construction Authority
Attn: Executive Office
1776 Tribute Road, Suite 220
Sacramento, CA 95815

12. Waiver. The waiver by either party of the performance of any term, condition, or agreement shall not invalidate this Master Agreement or any Individual Project Agreement. No such waiver shall be deemed or shall constitute a waiver of the time for performing any other act or an identical act to be performed at a later time. No waiver shall be binding unless executed in writing by the party making the waiver.
13. Severability. If any term or provision of this Master Agreement or any Individual Project Agreement, or the application thereof to any person or circumstance, shall be invalid or unenforceable, the remainder of the Agreement, or the application of such term or provision to persons or circumstances other than those to which it is invalid or unenforceable, shall not be affected thereby, and each term and provision of the Agreement shall be valid and shall be enforced to the fullest extent permitted by law, unless the exclusion of such term or provision, or the application of such term or provision, would result in such a material change so as to cause completion of the obligations contemplated to be unreasonable.
14. Binding Agreement. This Master Agreement and any Individual Project Agreement shall be binding on the parties and their assigns, successors, administrators, executors, and other representatives.
15. Authority. Each person signing this Master Agreement or an Individual Project Agreement on behalf of a party hereby certifies, represents, and warrants that he or she has the authority to bind that party to the terms and conditions of the Agreement.
16. Counterparts. This Master Agreement or any Individual Project Agreement may be executed in multiple counterparts, each of which shall constitute an original, and all of which taken together shall constitute one and the same instrument.

This Master Project Agreement is executed as of the date first above written.

24th DISTRICT AGRICULTURAL ASSOCIATION

Name: Dena Rizzardo

Title: Chief Executive Officer

24th DISTRICT AGRICULTURAL ASSOCIATION

BOARD CHAIR (OR OTHER DIRECTOR)

Name:

Title:

CALIFORNIA CONSTRUCTION AUTHORITY

Name: Randy Crabtree Jr.

Title: Executive Officer

CALIFORNIA CONSTRUCTION AUTHORITY

BOARD CHAIR

Name: John Vasquez

Title: Chair of the Board

ATTACHMENT "I"

SAMPLE INDIVIDUAL PROJECT AGREEMENT

RESOLUTION NO. [XX-XX]

[FAIR]

TO APPROVE THE MASTER AGREEMENT
(MPA) BETWEEN

California Construction Authority (CCA)

And

[FAIR]

Be it resolved that [Fair] Board of Directors has appointed and authorized [CEO/ FAIRMANAGER], Chief Executive Officer and [BOARD PRESIDENT], Board President to sign the Master Project Agreement.

Attest:

Chairperson

Secretary to the Board of Directors

Date

Certified to be true copy:

CEO/Fair Manager

24th DAA – Tulare County Fairgrounds
INJURY & ILLNESS PREVENTION PROGRAM

REFERENCES

- Title 8, California Code of Regulations, §3203 (8 CCR 3203)

PURPOSE

Employees have the right to know and a need to know the potential hazards of their work activities and environment, and such knowledge is essential to reducing the incidence and cost of occupational injury and illness. 24th DAA – Tulare County Fair Injury and Illness Prevention Program (IIPP) is intended to inform the employee of safety precautions necessary to prevent or minimize hazards. This is accomplished through safety meetings, training and reporting programs, and audits (inspections).

SCOPE

- The program applies to all 24th DAA – Tulare County Fair employees, volunteers, and others who may come under the direction of employees of the 24th DAA – Tulare County Fair, such as work release or community service participants.
- The program applies to occupational hazards (physical, chemical, and biological) known to be present in the workplace in such a manner that employees may be exposed to under normal conditions or in foreseeable emergencies. Use of hazardous materials, use and repair of electrical devices and equipment, use and repair of mechanical and non-mechanical equipment and repetitive motion tasks are examples of work which may present hazards at the 24th DAA – Tulare County Fair.

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

SAFETY POLICY STATEMENT

It is the policy of the 24th DAA – Tulare County Fair Association that accident prevention shall be considered of primary importance in all phases of operation and administration.

It is the intention of the Fair's senior management to provide safe and healthy working conditions and to establish and insist upon safe work practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of the Fair's organization and activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her management function. It is the equal duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except in an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an accident, everyone loses; you, your family, your fellow workers and the Fair. Please work safely. It's good for all involved.

Dena Rizzardo – Fair Manager

Date

24th DAA – Tulare County Fair

INJURY, ILLNESS, PREVENTION PROGRAM

ASSIGNMENT OF RESPONSIBILITY

I, Dena Rizzardo, will see to it that our Fair's managers and supervisors will assume their respective responsibility for the health and safety of their assigned staff. Those responsibilities will include, but not limited to:

- ☐ Review of safety policies and procedures; become familiar with functions and responsibilities of supervision and interrelationships with other departments.
- ☐ Develop sound technical knowledge of all applicable Cal/OSHA safety orders and regulations; also stay current with requirements made by other government agencies.
- ☐ Maintain an occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
- ☐ Correct unsafe and unhealthy work practices in a timely manner.
- ☐ Schedule and conduct regular safety meetings with all employees.
- ☐ Keep records of all employee training, corrections of unsafe conditions, dates and results of workplace inspections.

In addition, supervisors of the fair will be responsible for seeing that all company rules and policies are adhered to by all employees. This may include employee incentives, retraining, and disciplinary actions.

Dena Rizzardo – Fair Manager

Date

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

DESIGNATED SAFETY PROGRAM COORDINATORS

The responsibility of implementing the Fair's safety program(s) is to be shared by all supervisory staff, with the overall administration of the program assigned to:

Name and Title

Name and Title

Name and Title

Other safety officers will include, but not limited to:

Maintenance Supervisor

Name and Title

Name and Title

Name and Title

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

CODE OF SAFE PRACTICES

It is the Fair's policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as necessary to obtain compliance.

To carry out this policy, employees shall:

1. Report all unsafe working conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of employees are prohibited. Means of egress shall be unblocked, well lighted and unlocked during work hours.
5. In the event of fire evacuate.
6. Upon hearing of fire stop work and proceed to the nearest clear exit. Gather at the designated location.
7. Only trained workers may attempt to respond to fire or other emergencies.
8. Exit doors must comply with fire safety regulations during business hours.
9. Materials and equipment will not be stored against doors or exits, or at fire extinguisher/fire hose stations.
10. Aisles and walkways must be kept clear at all times.
11. Work areas should be maintained in a neat orderly manner. Trash and refuse are to be thrown in the proper waste containers.
12. All spills should be wiped up promptly.

13. Always use proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
14. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
15. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
16. Do not stack material in an unstable manner.
17. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
18. Never use a metal ladder for electrical work where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
19. Maintain sufficient access and working space around all electrical equipment (minimum clearance, 36" inches) to permit ready and safe operations and maintenance.
20. Do not use any portable electric tools and equipment that are not grounded or double insulated.
21. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord or similar size and capacity. Three pronged plugs should be used to ensure continuity of ground. Any power cord or tool found with ground removed or missing shall be removed immediately from service and turned into the Maintenance Supervisor.
22. All cords running into walk areas must be taped down or inserted into rubber protectors to preclude them from becoming trip hazards.
23. Inspect motorized vehicles and other mechanized equipment daily, or prior to use.
24. Shut off engine, set brakes and block wheels (if applicable) and remove keys prior to loading or unloading vehicles.
25. Inspect pallets and their loads for integrity and stability before loading or moving.
26. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.

27. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or other ignition sources.
28. Wear hearing protection in all areas or conducting work tasks that have been identified as high noise exposure.
29. Goggle or face shields must be worn when operating bench or portable grinders.
30. Use all personal protective equipment (PPE) that has been assigned, such as safety glasses, dust masks, gloves etc.
31. Do not use any faulty or worn hand tools.
32. Always keep flammable or toxic chemicals in closed containers when not in use.
33. Cleaning supplies should be stored away from edible items on kitchen shelves.
34. Do not eat in areas where hazardous chemicals are present.
35. Be aware of the potential hazards involving various chemicals stored or used at the workplace.
36. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
37. When working with a Computer have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
38. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
39. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
40. Individual space heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters with tip-over switches should be used.
41. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through mesh. Newer fans are equipped with proper guards.

USE OF TOOLS AND EQUIPMENT

1. All tools and equipment shall be maintained in good condition.
2. Damaged and defective tools or equipment shall be removed from service and tagged "DEFECTIVE."
3. Pipe wrenches shall not be used as a substitute for other wrenches.
4. Only use tools or equipment designed for the specific job or task you are performing.
5. Wrenches shall not be altered by the addition of handle extensions or "cheaters."
6. Files shall be equipped with handles and not used to punch or pry.
7. A screwdriver shall not be used as a chisel.
8. Wheelbarrows shall not be pushed with the handles in an upright position.
9. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
10. Electric cords whenever possible shall not be laid out in vehicle traffic patterns. When unavoidable all cords shall be protected with approved cable troth such as yellow jacket to avoid damage from vehicle traffic.
11. All appropriate personal protective equipment shall be used when operating gardening equipment (blower, trimmers, etc.).

MACHINERY AND VEHICLES

1. Only authorized/trained persons shall operate machinery or equipment.
2. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
3. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall the lubricating of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
4. Where appropriate, lock-out procedures shall be used.
5. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoist should fail.
6. Air hoses shall not be disconnected at compressors until the line has been bled.
7. Heavy equipment shall not be operated near tops of cuts, banks or drop offs if employees are working below.
8. Forklifts, aerial work platforms, etc., shall not operate where there is a possibility of overturning in dangerous areas such as edges of deep fills, cut banks, steep slopes or grades.
9. Maintain safe travel speeds at all times,
10. Maintain safe travel distance between vehicles traveling in the same direction, preferably three vehicle lengths or more.
11. Always keep all body parts within the running lines of the vehicle at all times.
12. Passengers may not ride in or on any vehicle unless adequate passenger riding facilities are available.
13. Always obey all applicable driving rules and regulations.
14. Seat belts shall be worn at all times.
15. Stunt driving and/or horseplay are strictly prohibited.

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

**ACKNOWLEDGMENT OF RECEIPT AND
REVIEW OF CODE OF SAFE PRACTICES**

TO ALL SUPERVISORS:

Attached is a copy of the **24th DAA – Tulare County Fair** code of safe practices. These guidelines are provided for the safety of yourself as well as your employees and volunteers.

It is the responsibility of **each supervisor** to provide training and review this code with each employee and volunteer. It is the employee's/volunteer's responsibility to read and comply with this code.

The attached copy of the code of safe practices is yours to keep and make copies. Please sign and date below and return this page to:

.....

I have read and understood the code of safe practices as well as my duties and responsibilities as a supervisor.

Date: _____

Name: _____

Signature: _____

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce the Fair's safety rules. Infractions will result in the following:

1st Infraction - Written/Verbal Warning

2nd Infraction - Written Warning and Mandatory Retraining

3rd Infraction – Possible Adverse Action or Termination

_____ You have been observed
working in the following unsafe manner, contrary to Fair safety rules:

This is you're: First ☐ Second ☐ Third ☐ Infraction;

Action taken therefore is:

Supervisor: _____ Date _____

Employee: _____ Date _____

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

SAFETY COMMUNICATION POLICY

It is the 24th DAA – Tulare County Fair policy to maintain open communication between management and staff on matters pertaining to workplace safety health. Your thoughts regarding safety are considered important, and we encourage your active participation in our Fair's safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor, or in writing on the safety suggestion form. (This will allow you to remain anonymous if you so desire; however, this will make it difficult to provide you with special recognition if your suggestion is put into action.) Be assured that all safety suggestions will be given consideration, and that each will receive a response.

In turn, the company will provide you with current applicable safety news and activities, safety reading material, signs, posters and a bulletin board for easy access to them all. Also, safety meetings will be held on a regular basis so that all employees have an opportunity to voice personal opinions regarding safety.

Dena Rizzardo – Fair Manager

Date

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

EMPLOYEE SAFETY SUGGESTION FORM

Description of unsafe condition or work practice:

Causes or other contributing factors:

Employee's suggestion for improving safety:

Has this matter been reported to your supervisor? Yes___ No___

Employee Name (Optional) _____

Department: _____ Date: _____

For office use only

___ Accepted Date _____ Proposed Completion Date _____
Actual Completion Date _____

___ Denied Date _____

Reason for Denial: _____

Signature: _____ Title: _____

24th DAA – Tulare County Fair

REPORT OF SAFETY MEETING

DEPARTMENT/JOB LOCATION:	DATE:
---------------------------------	--------------

<u>EMPLOYEE NAME/SIGNATURE</u>	<u>EMPLOYEE NAME/SIGNATURE</u>
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

ACCIDENTS/INCIDENTS REVIEWED

SUBJECTS DISCUSSED

EMPLOYEE SUGGESTIONS

Presenter/Supervisor_____

24th DAA – Tulare County Fair

GUIDELINES - SELF –INSPECTION

HAZARD CHECKLIST

The following blank hazard checklist should be used to develop an inspection list for your fair. The form is also useful whenever employees are introduced to:

1. New equipment
2. New substances
3. New processes
4. New or revised procedures
5. When a new or previously unrecognized hazard is observed.

INSTRUCTIONS

1. Use your own work experience to develop a hazard inspection checklist for your work area.
2. The items should be made specific and clear enough so that anyone in your department can check off items listed.
3. Once you have completed the list, make copies so that a new list does not have to be made every time you do an inspection.
4. The list(s) should be made part of your Injury and Illness Prevention Program.
5. When doing an inspection, check either the “Satisfactory” box (indicating that it was in good repair or in working order) or the “Needs Attention” box (indicating that the item was not in good working order or needs correction/adjustments).
6. The “Target Date for Correction” and “Date Corrected” boxes are used for the follow-up inspections or to note that the item has been corrected. Follow-up inspections and corrections should be made on a timely basis.
7. Once the inspection is done a copy of it should be kept in the safety file. All inspections, accident investigation findings and recommendations should be communicated to employees and records maintained by your company for a minimum of three years.

NOTE: The “Hazard Checklist” form included here should be used to document inspections. CFSA also has specialized checklists. These checklists are by no means all inclusive. You should add appropriate items or delete those that do not apply to your Fair’s specific operations.

24th DAA – Tulare County Fair HAZARD CHECKLIST

(Topic: Buildings, work area, work practice, etc.)

24th DAA – Tulare County Fair **HAZARD CHECKLIST**

(Topic: Buildings, work area, work practice, etc.)

[illegible]

Name:	Date:
--------------	--------------

Name:	Date:
--------------	--------------

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

TRAINING POLICY

A. 24th DAA – Tulare County Fair shall assure that supervisors receive training to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

B. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instruction with regard to hazards unique to their job assignment.

When a supervisor is unable to provide the required training, he/she should notify the assigned person and request that such training be given to the employees by others.

C. To insure that all employees receive appropriate training, all Fair employees will participate in:

- ☐ Scheduled Safety Meetings
- ☐ Additional training as job duties or work assignments are expanded or changed.
- ☐ Other training programs as appropriate.

Further training will be provided whenever employees are exposed to new processes, machinery, chemicals, and / or previously unrecognized hazards.

Records of all the above training will be kept by:

Dena Rizzardo – Fair Manager

Date

24th DAA – Tulare County Fair

INDIVIDUAL EMPLOYEE TRAINING RECORD

NAME:	DEPARTMENT:
--------------	--------------------

[illegible]

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

ACCIDENT INVESTIGATION POLICY

Supervisors will investigate the accident occurring within their respective departments for the purpose of determining causes. All investigations will be conducted within reasonable amount of time based on the severity of the accident / incident. Documentation for the accident will be done using the 24th DAA – Tulare County Fair Accident Investigation Form located in your CFSA Claims & Loss Reporting Guide and Insurance Programs/Coverage's (Red Book).

The report will be reviewed by personnel assigned by the 24th DAA – Tulare County Fair to determine what corrective action should be taken. Immediate corrective actions will be implemented by appropriate personnel whenever possible to prevent recurrence.

Accident investigation findings and recommendations will be communicated to the employees utilizing the methods outlined in the Fair's Injury and Illness Prevention Program.

Dena Rizzardo – Fair Manager

Date

24th DAA – Tulare County Fair

INJURY & ILLNESS PREVENTION PROGRAM

DOCUMENTATION POLICY

It is the policy of the 24th DAA – Tulare County Fair to maintain record-keeping and documentation pertaining to all aspects of safety related activities occurring at the fairgrounds.

- Documentation and records of scheduled and periodic inspections as required identifying unsafe conditions and work practices, safety meetings, safety audits – **Maintained at least 1 year.**
- Documentation and records of Safety and Health training required for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider – **Maintained at least 1 year.**
- Documentation and records pertaining to fatality, injury, or illness that is work-related (OSHA 300, 301, 300A) forms – **Maintained 5 years.**
- Employees Medical Records (Blood Borne Pathogens) and Employee Exposure Records shall be preserved and maintained for at least **thirty (30) years.**

Dena Rizzardo – Fair Manager

Date



COVID-19 Exposure Control Plan 24th DAA – Tulare County Fair

June 2020

CFSA Risk Control Team

24th DAA – Tulare County Fair COVID-19 Exposure Control Plan

As California fairs begin to plan and hold events and gatherings, CFSA has developed recommendations based off the most current information available today. These recommendations were developed to assist our members with a foundation to develop an Employee/Employer Exposure Control Plan (ECP), cleaning/sanitizing protocols, and venue recommendations for social distancing.

There is recommended COVID-19 Warning signage language that expressly states that anyone coming onto your fairgrounds does so at their own risk. There are other recommended signs to be used throughout your grounds to help educate employees and the public on safe practices during your event and/or daily operations.

The recommendations and programs offered by CFSA are derived from the Center for Disease Control and Prevention (CDC) guidelines, state and local health officials, and Cal/OSHA. **Use of these recommendations are advisory only.** Event planners and officials can determine, in collaboration with their state and local health officials, whether and how to implement CFSA's advisory-only recommendations and the CDC's Guidelines, making adjustments to meet the unique needs, circumstances and protocols of your local community and health department.

Because COVID-19 virus circulation varies in communities, CFSA's advisory-only recommendations and the CDC's guidelines are meant to supplement—**not replace**—any state or local county health and safety laws, rules, and regulations with which gatherings must comply. Written approval to hold events on your grounds from your local county health organization is required to ensure that you are meeting the most up to date requirements.

CFSA recommends that organizers continue to assess **daily** what the current conditions are, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings in your local area. CFSA will continue to update the membership as we become aware of any new information.

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Section 1. Employee and Workplace Protocol

SYMPTOMS OF COVID-19:

According to the Centers for Disease Control and Prevention (CDC) the symptoms of COVID-19 are:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

(NOTE: The CDC may update these symptoms so please check the website frequently:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

The CDC recommends immediate medical attention if a person develops emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure
- New confusion or inability to arouse
- Bluish lips or face

Responsibilities of Managers and Supervisors

1. A manager, supervisor, or safety person should be designated to frequently check (daily if possible) with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health) and the federal CDC to ensure that employees are being given the most up to date information on COVID-19. All staff should know who this person is and how to contact them. Said person should also ensure that any posted educational and legal verbiage remains up to date.
2. Managers and supervisors should first adhere to local County Health Department guidelines and then to state and federal guidelines, as COVID-19 spread is different from region to region. Contacts for the local county health department are as follows:

Tulare County Health & Human Services Agency
5957 South Mooney Blvd.
Visalia, California 93277
Phone: (559) 624-8000
Fax: (559) 713-3730

<https://covid19.tularecounty.ca.gov/>

contact information for state and federal health agencies can be found in Section 6 at the end of this COVID-19 Exposure Control Plan (ECP).

3. All managers and supervisors must be familiar with this COVID-19 ECP and be able to answer questions from employees.
4. Encourage employees to telework from home if feasible.
5. Managers and supervisors will identify where and how employees might be exposed to COVID-19 in the workplace.
6. Before each shift, managers and supervisors will ask employees to answer the “Three Questions” provided in Section 3, Paragraph 1, below. They will also maintain daily sign-in documentation for all employees.
7. Managers and supervisors will review sick leave policies with employees and encourage employees to stay home if they are ill.
8. Managers and supervisors should:
 - Determine what PPE (personal protective equipment) is needed for their workers’ specific job duties
 - Select and provide appropriate PPE to the workers at no cost
 - Train employees on the correct way to use assigned PPE.
9. Managers and supervisors should set a good example by following all COVID-19 protocols and encouraging all employees to do the same.
10. Employers should either add the COVID-19 ECP to their existing Injury and Illness Prevention Program (IIPP) -or- make it a stand-alone document within their Title 8 workplace safety documents.

Responsibilities of Employees

1. Employees must acknowledge in writing, that they have read and understand the COVID-19 ECP.
2. Employees must follow the guidelines of the COVID-19 ECP.
3. Before each shift, employees must answer the “Three Questions” provided below in Section 3, Paragraph 1, of the COVID-19 ECP.
4. If an employee has a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, they should immediately inform their supervisor or manager and stay home and contact their doctor.
5. Employees are expected to follow the COVID-19 ECP at all times and are expected to comply if asked by management to go home due to possibly being sick or exposed.

Workplace Safety Protocol and Etiquette

1. **The Three Questions** – Each employee must self-screen each day by asking/answering the following “Three Questions” prior to entering the workplace. In addition, before each shift, managers and supervisors will ask employees to answer the Three Questions. If any employee answers “yes” to any of the following questions and they are at work, they will be asked to go home and not return to work until cleared to do so by a doctor:
 - Are you experiencing any symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with anyone who has been diagnosed with COVID-19?
 - Have you or anyone in your immediate household traveled outside of the United States in the last 14 days?
2. Employees will be required to have a temperature check prior to entering the workplace or self-screen by taking their temperature at home. Both the temperature screener and the employee

shall wear a face mask during the screening. If an employee's temperature is 100.4 or above, they will be sent home. (Employer can choose to do one or both.)

3. Employees should constantly observe their work distance from other employees and customers. They should always maintain the recommended six feet of distancing.
4. If work groups are unable to maintain the recommended 6' foot separation while working, those employees working within close proximity of each other will be required to wear a face mask.
5. Face masks will be provided. Employees may also bring their own face masks. Cloth face masks must be laundered by employees after each shift or, if disposable face masks are used, properly disposed of after each shift. Face masks must never be shared.
6. Employees should keep a minimum distance of six feet away from others while in copy rooms breakrooms, restrooms, handwashing stations and any other area where employees tend to congregate in the course of their work.
7. When feasible, employees should stagger breaks and lunches to limit group exposure.
8. Employees must wash their hands frequently with soap and water for at least 20 seconds.
9. When soap and water are not available, hand sanitizer that contains at least 70% alcohol may be used.
10. Employees must wash their hands before work, before and after eating, before and after using the restroom, and before leaving for the day.
11. Employees should not touch their face, eyes, nose, or mouth with unwashed hands.
12. Employees should cover their mouth and nose with a tissue when they cough or sneeze and throw the used tissue in the trash. If a tissue is not available, Employees should cough or sneeze into their elbow and not their hands.
13. Employees should frequently disinfect surfaces that are touched often, including phones, earphones, tablets, vehicle keys, keyboards/mouse, forklift steering wheel, shared office equipment or tools, etc.
14. Employees should not share pens, pencils, keyboards, phones, earphones, tablets, or other electronics.
15. Employees must wipe down communally touched items (refrigerator, water cooler, microwave, etc.) after each use with an EPA approved disinfectant.
16. Employees should not shake hands or make other direct contact with other persons at the workplace that they do not share a household with.
17. Employees must disinfect all tools and common office equipment prior to use and after use.
18. Employees should ensure that they clean and maintain their Personal Protective Equipment (PPE) and do not share or loan PPE to others.
19. Employees should not share food or drinks. Throw uneaten food and wrappers in the trash.
20. Disposable PPE, paper towels, and similar waste must be deposited in the trash.
21. Trash cans should have trash bag liners that can be twisted closed when full.
22. Spitting is discouraged. If employees must spit, they should do so into a sealed container.
23. Employees should check with their local county health department on whether to launder work clothes separately from other laundry if they believe they have been exposed to COVID-19.
24. Employees will be trained on the proper fit and use of face masks.
25. Employees who fail to comply with the requirements of the COVID-19 ECP may be subject to a written warning or other disciplinary action depending upon the circumstances.
26. Management will ensure that supplies of EPA approved disinfectants are available and will oversee the disinfecting of maintenance shops, offices, meeting rooms, and restrooms. Employees will be given specific PPE for this task.

27. COVID-19 educational signage will be displayed in the office, break rooms, and maintenance shops.

Procedures for Employees Showing Symptoms at the Workplace

1. If an employee has a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, they must immediately inform their supervisor or manager and they will be directed to stay home and contact their doctor.
2. Employees who are out of work ill with fever or acute respiratory symptoms should not return to work until the following occur:
 - At least three full days (72 hours) pass with no fever, without the use of fever-reducing medications
 - No acute respiratory illness symptoms
 - At least 10 days have passed since the symptoms first appeared
 - They are cleared by their doctor to return to work
3. Any employee showing cold or flu-like symptoms at the workplace, will immediately be isolated from their coworkers, asked to wear a mask, and will be asked to go home.
4. All employees will be informed that a member of the workforce is ill and have been sent home. Employees will be asked if they have been working in close contact with the ill employee.
5. Employees that have been in close contact (within six feet for a prolonged period of time (15 minutes or more) or potentially came in contact with secretions (such as coughing or sneezing, or have carpooled) with the ill employee, will be asked to go home, asked to self-monitor, and await confirmation of testing and/or doctor recommendations.
6. Employees that have been exposed to the ill employee will be informed of a “positive” COVID-19 test result of the ill employee. Exposed employees will be asked to self-quarantine and provide a doctor’s release before returning to work.
7. Employees that were not exposed to the ill employee will be informed of a possible exposure to COVID-19 in the workplace, but confidentiality must be maintained as required by the Health Insurance Portability and Accountability Act (HIPAA).
8. If it is determined that a deep cleaning is required in specific areas, employees will be removed from those areas until a deep cleaning can be completed and return only after instructed to do so.
9. The County Health Department will be notified of a positive case of COVID-19 and managers, supervisors and employees will comply with any direction given by the Health Department.

Training

It is strongly recommended that employers provide immediate training and instruction for existing and new employees on how to prevent the spread of COVID-19.

Provide training in a language that is readily understandable by all employees on the following topics:

- Proper fit and use of face masks
- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer’s procedures for preventing its spread at the workplace
- How an infected person can spread COVID-19 to others even if they are not sick

- How to prevent the spread of COVID-19 by using face masks, including:
 - CDC guidelines that everyone should use face masks when around other persons
 - How face masks can help protect persons around the user when combined with physical distancing and frequent hand washing
 - Information that face masks are not protective equipment and do not protect the person wearing a face mask from COVID-19
 - Instructions on washing and sanitizing hands before and after using face masks, which should be laundered after each shift
- Cough and sneeze etiquette
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects
- Avoiding touching eyes, nose, mouth, and face with unwashed hands
- Avoid sharing personal items with co-workers, i.e., dishes, cups, utensils, towels, phones, other electronics
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees
- Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite
 - Wearing PPE (such as gloves)
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees
- To avoid the passing of a sign-in sheet and a commonly used pen or tablet, supervisors and managers should document employee attendance and the employee's answers to the three questions in the Workplace Safety Protocol and Etiquette section
- COVID-19 educational signage should be displayed in the office, break rooms, and maintenance shop

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Section 2. Cleaning Protocol

California Department of Public Health: Train and remind employees of best hygiene practices including washing their hands often with soap and water for at least 20 seconds. Additional opportunities throughout the venue for persons to reduce the spread of the virus through hand washing or sanitizing stations.

California Department of Public Health: Increase frequency of cleaning and sanitizing per CDC Environmental Cleaning and Disinfecting guidance of all hard surfaces, including tables and counter tops that are being utilized by employees and patrons.

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable). Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. For further information check with the local County Health Department.

Cleaning Products and Protocols

Cleaning products should meet EPA guidelines and are approved for use and are effective against viruses, bacteria, and other airborne and blood borne pathogens. Work with vendors, distribution partners, and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.

Train employees on the proper way to put on and take off disposable gloves and face shields. Be sure that all attending employees are documented to show that they have received training. To avoid the passing of a sign-in sheet and a commonly used pen or tablet, supervisors and managers should document the employee attendance.

Offices/Electronics

1. Wear a face mask for limiting the spread of COVID-19 when social distancing is not an option.
2. Consider the use of wipeable covers for electronics.
3. Disinfect all hard surfaces after they have been touched, including counter tops, phones, light switches, and doorknobs.
4. Limit number of persons using keyboards. Use gloves when multiple persons will be using the same keyboard.

5. Limit number of persons using equipment such as copiers, printers, etc.

Personal Protection for Janitorial Staff - Nonmedical Facilities

1. Wear disposable face mask and gloves. Dispose of gloves and face shields in appropriate receptacles when one task is complete. (If working multiple tasks use new set of disposable gloves for each task).
2. Wear protective clothing (apron) if possible, to prevent contamination of clothing.
3. Store commonly used cleaning products in areas only accessible by staff to avoid excessive handling. Wash/disinfect outside of containers after each use.
4. Wash hands with soap and water after cleaning. Use an alcohol-based hand sanitizer if hand washing is not available.
5. Open doors and windows when cleaning.
6. Emphasize hand hygiene, wash hands frequently. Hand hygiene should be performed before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.

Maintenance Workers - Medical Facilities

For their protection, it is recommended that maintenance workers not enter facilities where COVID-19 patients are being treated. Proper PPE must be provided to employees when conducting building repairs, trash removal, or food services.

1. Maintain social distancing of 6 feet from other persons as much as possible.
2. Wear gloves.
3. Wear N-95 type respirators (medical consultation is required to ensure the masks are the correct type and that they fit properly).
4. After tasks are complete, remove PPE, and wash hands with soap and water for at least 20 seconds.
5. Avoid touching your face, eyes, or nose without first washing hands, especially after working with materials that may have come out of the medical facilities.
6. Any shared workspaces between the fair and the medical facility should be cleaned and sanitized regularly.
7. Maintain documentation of the cleaning schedule.

Employee Restrooms

1. Use trash can liners
2. Sanitize:
 - Light Switches
 - ADA handrails
 - Toilet handles and tissue dispensers
 - Paper towel dispenser handles
 - Sinks and their handles

Cleaning and Sanitizing Protocol - Employee Break Areas

1. Doors shall remain propped open when possible.
2. Recommend single use condiments, utensils, plates, etc. -or- consider having employees bring their own instead of using supplied shared utensils.
3. Employees to sanitize the following areas after they are done touching:
 - Door Handles
 - Dining tables and counters
 - Food preparation utensils
 - Vending machines and coffee makers
 - Microwave and toaster oven handles
 - Chairs/benches, interior/exterior, including chair backs
 - Handrails
 - Paper towel dispenser handles and trash bins

Cleaning and Sanitizing Vehicles, Heavy Equipment, and Golf Carts

1. Vehicles, heavy equipment (forklifts, scissor lifts, tractors, etc.) and golf carts to be sanitized after each use and recommend employees wear a face mask while operating equipment.
2. One person per vehicle or in golf carts until social distancing restrictions have been lifted.
3. No passengers allowed on heavy equipment during transport.
4. Operating controls wiped down before and after use.
5. Keys and steering wheels before and after use.
6. Safety harness and tie points before and after use.

Equipment and Hand Tools

1. Wear disposable gloves when using hand tools (if safe to do so).
2. Wipe down before and after every use.
3. Limit sharing of tools as much as possible.
4. Training on how to properly clean equipment after task.

Kitchen or Fair-Operated Concessions Precaution Recommendations

1. Frequent washing and sanitizing of all food contact surfaces and utensils.
2. Food-service workers also must practice frequent hand washing and glove changes before and after preparing food.
3. Include frequent cleaning and sanitizing of counters and condiment containers. (recommend individual use containers).
4. Recommend one-time use utensils
5. In communities with sustained transmission of COVID-19, state and local health authorities have implemented social-distancing measures which discourage or prohibit dining in congregate settings. (buffet style service is not recommended).

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Section 3. Parking Protocol

Responsibilities of Fairground/Event Center

1. If using an outside company to oversee parking/security, Fairground/Event Centers should require that the parking/security company submit plans for how they plan to prevent the spread of COVID-19 amongst their employees and within the parking areas.
2. If using an outside company to oversee parking/security, Fairground/Event Centers should ensure that the parking/security company is following any guidelines put forth by the Fairground/Event Center and local and California Department of Public Health authorities.
3. A manager, supervisor, or safety person should be designated to frequently check (daily if possible) with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health) and the federal CDC (Centers for Disease Control) to ensure that employees and the general public are being given the most up to date information on COVID-19. All staff should know who this person is and how to contact them. Said person should also ensure that any posted educational and legal verbiage remains up to date.
4. The Fairground/Event Center should adhere to local and California Department of Public Health guidelines first as COVID-19 spread is different from region to region.
5. Fairground/Event Centers should:
 - Determine what PPE (personal protective equipment) is needed for their workers' specific job duties within parking areas
 - Select and provide appropriate PPE to the workers at no cost
 - Train their workers on correct use of PPE
6. Provide pre-opening training to employees to ensure they understand and feel confident managing the social distancing and hygiene aspects of their role.
7. It is not currently recommended to use community transport vehicles such as hayrides, people movers, etc. If the use of these cannot be avoided, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing face masks and maintaining social distancing of the riders.

Entering Parking Areas

1. If the Fairground/Event Center will be operating at reduced capacity, it is recommended to minimize the number of gates to ensure that all safety measures and protocols can be better followed.
2. Patrons will enter parking areas via parking lot entry (gate/s).

3. Educational and warning language should be posted at the parking lot entry gates that proactively communicates guidelines and expectations for health and hygiene procedures and precautions. Examples include:
 - “By visiting this Fairground/Event Center, you voluntarily assume all risks related to COVID-19 exposure”
 - Identifying COVID-19 symptoms and recommending that patrons come back another day if they, or anyone in their party, are experiencing symptoms
 - Mandated and recommended safety requirements
 - Social distancing requirements
 - Capacity limits to facilitate social distancing
 - Enhanced cleaning and sanitizing protocols
 - List the Fairground/Event Center’s website so patrons can obtain more information regarding guidelines and expectations for health and hygiene procedures and precautions while visiting the Fairground/Event Center
4. Employees working within parking areas should constantly observe their work distance from other employees and patrons. They should always maintain the recommended six feet of distancing.
5. If the recommended six-foot distancing is not feasible employee-to-employee or employee-to-patron, and work must be completed within the six-foot radius, employees must wear a face mask and wash their hands or use hand sanitizer frequently.

Monetary Transactions and Cash Handling

1. When possible, encourage patrons to purchase parking passes online (prior to their visit) or from apps to minimize on-site payment transactions.
2. Consider using contactless payment methods to avoid the spreading of germs.
3. When cash handling is required, employees should wear gloves and wash or sanitize their hands frequently. Employer should provide hand washing station or hand sanitizer within proximity of where employees will be working.
4. Clean and sanitize cash bags/employee tills prior to distribution and upon return.
5. If there is a staffed booth where patrons purchase parking passes, parking attendants should place plexiglass shields between themselves and the patrons if possible. Hand sanitizer should be provided for frequent use.
6. To avoid employee handling of money, try to arrange POS (Point-Of-Sale) terminals so patrons can insert/swipe their own credit or debit cards.
7. Assign one person to each POS terminal if possible. The terminals should be sanitized between each user and after each shift. If multiple employees are assigned to one POS terminal, employees should sanitize their hands before and after each use or wear gloves.

Parking and Exiting Vehicles

1. Parking lot capacity should be reduced and managed to allow for appropriate social distancing.
2. Spacing between cars should be encouraged. It is recommended to block every other space.
3. Recommend signs advising patrons to practice social distancing by walking at least six feet away from other groups of persons while moving through the parking lot areas and while queueing.
4. One-way foot traffic flow should be implemented on walkways in parking areas.
5. Encourage patrons to not “tailgate” within parking areas.

6. If the Fairground/Event Center has placed benches or patron seating within the parking area, ensure that proper cleaning and sanitizing protocols are followed, along with proper social distancing.
7. It is recommended to place hand sanitizer stations systematically throughout the parking areas with clearly marked signage.

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Section 4. Gate and Ticketing Protocol

1. If the grounds will be operating at reduced capacity, it is recommended to minimize the number of gates to ensure that all safety measures and protocols can be better followed.
2. Guests will enter the grounds through Gate 4, 21 & Livestock entry gates.
3. A manager, supervisor, or safety person should be designated to frequently check (daily if possible) with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health) and the federal CDC (Centers for Disease Control) to ensure that employees and the general public are being given the most up to date information on COVID-19. All staff should know who this person is and how to contact them. Said person should also ensure that any posted educational and warning language remains up to date.
4. The Fairground/Event Center should adhere to local and California Department of Public Health guidelines first as COVID-19 spread is different from region to region.
5. Paths of travel should encourage social distancing between guest arrival and static groupings of people. One-way paths of travel are recommended if possible.
6. Guests should be advised to practice social distancing by keeping at least six feet away from other groups of persons while queueing. Reminder signs should be placed throughout the grounds.
7. Pre-Entry health screenings and/or temperatures should be taken before guests can enter the grounds.
8. It is recommended that all guests wear face masks while queuing and while inside the grounds.
9. If a guest's temperature is higher than 100.4 or they are experiencing other symptoms, it is recommended that the guest is asked to come back another day.
10. Educational and warning language that proactively communicates guidelines and expectations for health and hygiene procedures and precautions should be posted at all entry gates.

Examples include:

- "By visiting this Fairground/Event Center, you voluntarily assume all risk related to COVID-19 exposure"
- Identifying COVID-19 symptoms and recommending that patrons come back another day if they, or anyone in their party, is experiencing symptoms
- State and county health mandates and recommended safety requirements
- Social distancing requirements
- Capacity limits to facilitate social distancing
- Enhanced cleaning and sanitizing protocols
- List the Fairground/Event centers website so patrons can obtain more information regarding guidelines and expectations for health and hygiene procedures and precautions while visiting the Fairground/Event Center

11. Encourage the use of digital ticketing options to minimize on-site payment transactions. If possible, offer incentives for touch-free ticketing.
12. Ensure that there is an appropriate number of touch-free ticket scanners available.
13. Consider marking spots on the ground for proper social distancing between guests in line.
14. Any onsite ticket sales, Will Call, or Guest Services locations should have clear social distancing guidelines.
15. Consider the use of contactless payment methods to help avoid the spread of germs.
16. Ticket scanning locations should be clearly defined via overhead and ground signage. Social distancing wait points should clearly be marked to accommodate the queuing guests.
17. Hand-sanitizing and/or hand washing stations should be placed at all entrances to encourage proper hand washing hygiene. And, throughout the grounds so that they are easily accessible.
18. If possible, entry gate attendants should place plexiglass shields between themselves and patrons.
19. Proper cleaning products should be used frequently to wipe down areas of high touch points at entry gates.

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Section 5. Vendor Protocol

Recommendations for Fairgrounds/Setup:

1. A manager, supervisor, or safety person should be designated to frequently check (daily if possible) with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health) and the federal CDC (Centers for Disease Control) to ensure that employees and the general public are being given the most up to date information on COVID-19. All staff should know who this person is and how to contact them. Said person should also ensure that any posted educational and legal verbiage remains up to date.
2. Fairgrounds/Event Centers should adhere to local and California Department of Public Health guidelines first as COVID-19 spread is different from region to region.
3. Fairgrounds/Event Centers should consider operating commercial buildings/areas at a restricted capacity if unable to meet social distancing guidelines.
4. Social distancing guidelines created by the CDC and local/California Department of Public Health should be adhered to for both vendors and customers.
5. Sufficient space should be left between each vendor to allow for social distancing.
6. One-way traffic flow should be implemented to help the flow of the customers and allow them to adhere to the social distancing guidelines.
7. Hand sanitizer stations should be posted systematically to provide the patrons the opportunity to use it before/after handling any products/payments.
8. Signs should be posted for the following:
 - At entrances to indicate the CDC recommendations for wearing face masks along with the proper usage of said masks
 - To stress the importance of returning home when not feeling well or experiencing symptoms of COVID-19
 - "By visiting this Fairgrounds/Event Center, you voluntarily assume all risks related to COVID-19 exposure"
 - Identifying COVID-19 symptoms and recommending that patrons come back another day if they, or anyone in their party, is experiencing symptoms
 - State and county health mandates and recommended safety requirements
 - Social distancing requirements
 - Capacity limits to facilitate social distancing
 - Enhanced cleaning and sanitizing protocols

- List the Fairgrounds/Event Center’s website so patrons can obtain more information regarding guidelines and expectations for health and hygiene procedures and precautions while visiting the Fairgrounds/Event Center
9. Booth fronts should be placed on only one side of the walkway, as to not encourage patrons to cross in front of each other to reach other booths.
 10. Recommend placing docents at the entrances to these areas to ensure that social distancing is being adhered to and that not too many people are entering at one time. It is essential that this staff member/volunteer understands the risks of COVID-19 and is provided with proper PPE.

Recommendations for Vendors:

1. Fairgrounds/Event Centers should ensure that vendors are following any guidelines put together by fair management and local/state authorities.
2. Fairgrounds/Event Centers should require that vendors submit their plans for how they plan to prevent the spread of COVID-19.
3. Social distancing guidelines created by the CDC and local/ California Department of Public Health should be adhered to for both vendors and customers.
4. Vendors should implement contactless payment methods to eliminate the handling of payments.
5. Vendors should do their best to ensure that customers are using hand sanitizer prior to handling and products.
6. Whenever possible, vendors should place plexiglass shields between themselves and the customers to help protect from germs.
7. Facemasks should be worn by both customers and vendors.
8. Anyone showing signs of illness should return to their homes.
9. Vendor areas, tabletops, and products (whenever possible) should be disinfected on a regular basis, especially after products are handled by customers.
10. When possible, products should be in display cases prior to sale to limit contamination of the products.

24th DAA – Tulare County Fair COVID-19 Exposure Control Plan

ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF COVID-19 Exposure Control Plan

TO ALL Employees:

Attached is a copy of the **24th DAA – Tulare County Fair** COVID-19 Exposure Control Plan (ECP). These guidelines are provided for the safety of yourself as well as your fellow employees and volunteers.

It is the responsibility of each supervisor to provide training and review the ECP components with each employee and volunteer. It is the employee's/volunteer's responsibility to read and comply with these ECP components.

The attached copy of the COVID-19 Exposure Control Plan is yours to keep and make copies. Please sign and date below and return this page to: **Dena Rizzardo**

I have read and understood the COVID-19 Control Plan as well as my duties and responsibilities as a supervisor or employee.

Date: _____

Name: _____

Signature: _____

COVID-19 WARNING

I am aware of the COVID-19 pandemic and related governmental orders, directives and guidelines, including directives for:



Frequent Hand Washing

Social Distancing



Use Of Face Masks In Public Locations

By entering the **FAIR NAME** County Fairgrounds

I agree to adhere to all directives.

I am aware that the activities therein are occurring
in a public location during the COVID-19
pandemic and are therefore hazardous activities.

I am aware that I could be infected, seriously injured or
even die due to COVID-19 by attending the activities.

I am voluntarily participating in these activities with knowledge of the
danger involved and agree to assume any and all risks of bodily injury,
death or property damage, whether those risks are known or unknown.

WELCOME

I am aware of the COVID-19 pandemic and related governmental orders, directives and guidelines, including directives for:



When required, you will wear a face mask.



You agree not to exceed the number of persons allowed in a restroom.



When required, you will wear gloves.



When required, you agree to stay in your vehicle.



You will maintain social distancing at all times, a minimum of 6' feet.



You or members of your party are NOT sick or showing signs of being sick.

24th DAA – Tulare County Fair COVID-19 Exposure Control Plan

Daily Sign-In Sheet

If any employee answers “yes” to any of the following questions, they will be asked to go home and may be asked to self-quarantine for 72-hours up to 14 days. If an employee has tested or had COVID-19 or a household member has tested or had COVID-19, employee will be required to provide a medical release prior to returning to work. To avoid the passing of a sign-in sheet and a commonly used pen or tablet, supervisors and managers should manage this document.

- | | |
|---|-------------|
| 1. Are you experiencing any symptoms such as fever, cough, or shortness of breath? | N=No, Y=Yes |
| 2. Have you been in close contact with anyone who has been diagnosed with COVID-19? | N=No, Y=Yes |
| 3. Have you traveled outside of the US in the last 14 days? | N=No, Y=Yes |

Name	Monday 1. 2. 3.			Tuesday 1. 2. 3.			Wednesday 1. 2. 3.			Thursday 1. 2. 3.			Friday 1. 2. 3.			Saturday 1. 2. 3.			Sunday 1. 2. 3.		

DEPARTMENT:

MANAGER/SUPERVISOR:

24th DAA – Tulare County Fair

COVID-19 Exposure Control Plan

Appendix 5: Resources

- COVID-19 California - <https://COVID19.ca.gov/>
- Center for Disease Control and Prevention - <https://www.coronavirus.gov/>
- California Department of Health - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- State of California Department of Industrial Relations - <https://www.dir.ca.gov/dosh/coronavirus/>
- State of California Department of Industrial Relations- <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.htm0l>
- Cal Osha California Department of Industrial Relations Division of Occupational Safety & Health Publications Unit - <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Grocery-Stores.pdf>
- State of California Department of Industrial Relations - <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>
- Cal Osha Department of Industrial Relations California Department of Industrial Relations Division of Occupational Safety & Health Publications Unit - <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Construction.pdf>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-COVID-19.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/visitors.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- U.S. Department of Health and Human Services - <https://www.hhs.gov/sites/default/files/february-2020-hipaa-and-novel-coronavirus.pdf>
- United States Environmental Protection Agency - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- World Health Organization - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- U.S. Equal Employment Opportunity Commission - <https://www.eeoc.gov/wysk/what-you-should-know-about-COVID-19-and-ada-rehabilitation-act-and-other-eeo-laws>

- Cable News Network - https://www.cnn.com/2020/05/18/opinions/disney-sue-COVID-honig/index.html?utm_medium=social&utm_source=fbCNN&utm_content=2020-05-19T21%3A41%3A37&fbclid=IwAR2-Qc0e68dLo0TjA_AhU5ILMC5EG2caultOv4fT0VTUIdKlup0YX06KctU
- Amusement Today COVID-19 Reopening Guidance - <http://amusementtoday.com/images/PASafePlay.pdf>
- Amusement Today Reopening Guidelines - <http://amusementtoday.com/images/NJAA-SafePlay.pdf>
- Deschutes County Fair & Expo Health & Sanitation Program
- OC Fair & Event Center COVID-19 Safety Plan Handbook



April 23, 2021

Dena Rizzardo, CEO
Tulare County Fair
620 South K Street
Tulare, CA 93274

Dear Dena,

This is the time of year when the CFSA Board of Directors sets final annual risk pool fees based upon CFSA's latest annual actuary reports, previous year-end budget, and the Annual Funding Goal per our Equity Allocation Policy. For 2021, the process was the same, however, trying to estimate the risk pools' exposure based on what activities will be allowed at participant fairgrounds in 2021 and what payroll will be was a more difficult task.

At the April 7 board meeting, the CFSA board voted to not change the risk pool base rates for 2021. This decision is supported by the information presented below.

After reviewing preliminary data last October, the Board directed staff to communicate with the members that CFSA was estimating the General Liability and the Workers' Compensation base rates would remain at the 2019 levels which we also used for 2020. At the time, we were hopeful our fairs would return to normal activity in 2021 so we estimated payroll at the 2020 levels plus 25%.

As it has been all through the COVID pandemic, things change weekly. In February of this year we were not optimistic that most of our fairground members would return to 2019-level activity so we chose to make our Workers' Compensation fee recommendations based upon the members own data supplied to us estimating their 2021 payroll. We will true-up Workers' Compensation fees in our traditional manner the following year.

Several members have already asked us about getting fee credits again in 2021 because they have already cancelled their annual fair on the traditional dates. Due to the uncertainty of what is going to actually happen in 2021, we do not expect to provide any fee credits in the 2021 calendar year.

In recent years we have used our Agency Equity Reserve to cover financial deficits in years when we did not collect enough in fees to cover claims costs for that program

1776 TRIBUTE ROAD, SUITE 100
SACRAMENTO, CA 95815
PHONE: (916) 921-2213 | FAX: (916) 646-1238

WWW.CFSA.ORG

year. For 2021 this reserve will help us maintain the Special Events pooled program that has suffered greatly due to the lack of activities allowed on fairgrounds in 2020.

Excess insurance is a significant cost factor that goes into our fee calculations. Due to the hard commercial general liability market and CFSA's high modification factor, we will have a 25% increase in our excess general liability coverage beginning July 1. Our excess carrier PRISM is a very large risk pool, however they purchase some of their excess coverage from the commercial market. The good news is that PRISM is a very hands-on excess carrier as they provide numerous risk control and member training opportunities for CFSA and all of our participants at no additional cost. These member services are invaluable.

The final component to our process is CFSA overhead. We cut overhead down to the bone in 2020 including staff. We continue to seek efficiencies in operational expenses as well as in staffing. As the fair season begins to open up and we bring our office back into onsite operation, we will need to increase some of our staffing but we are being very cautious and prudent looking at the use of part-time employees until the fair industry is back in full swing.

As we all venture back toward full operations at California fairgrounds, please remember there are many advantages for being part of risk pools:

Economies of scale benefits

- Access to insurance options through CFSA's excess carrier. PRISM's size provides more leverage in the insurance market. PRISM has been able to secure unique reinsurance agreements largely due to the Program's premium volume.
- Maintaining broad coverage. Public agencies with stand-alone placements are seeing reductions in their coverage limits and/or exclusions. Although the liability program continues to face the potential for coverage restrictions, PRISM, and hence CFSA, has largely been able to maintain broad coverage in the general liability program.

Equitability

- CFSA program participants with large loss experience have better coverage and premium options in the pool than finding coverage alone, but members with less severe loss experience also receive benefits from pooling as they are recognized and rewarded through fee reductions.
- CFSA's fee allocations utilize a modification factor which accomplishes a similar goal of shifting fee amounts in the risk pool between participants based on loss experience. Fees are shifted away from members with better claims experience to members with more adverse loss experience.

Risk Control/Transfer

- CFSA's proactive risk control program helps all of our pool participants prevent claims through our facility inspection and employee training programs.
- Contract insurance review for our liability pool participants is an invaluable tool in being able to transfer risk and claims to vendors, renters, etc., when accidents do occur.

CFSA appreciates your continued participation in our General Liability and/or Workers' Compensation Risk Pools and we will continue to work hard on providing you with all of your coverage needs backed up with exemplary services.

Your 2021 fee worksheet(s) is attached to this communication. If you have any questions on how your fee(s) was calculated, please contact CFSA CFO Raechelle Gibbons at rgibbons@cfssa.org or 916-263-6143.

We look forward to seeing many of you at your fairgrounds later in the year!

Sincerely,

A handwritten signature in purple ink, consisting of a stylized 'J' or 'R' shape followed by a horizontal line.

Rebecca Desmond
Executive Director



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

