

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE NAPA COUNTY FAIR ASSOICATION
WEDNESDAY, MAY 12, 2010
Melanie Watson, Ray Edds, Mike Winrod,
Rich Holston, Jim Keag, Mark Porter, Karan Schlegel**

DIRECTORS PRESENT: Directors Edds, Watson, Winrod, Holston, Keag, Porter and Schlegel

DIRECTORS ABSENT: None

OTHERS PRESENT: CEO Carlene Moore

VISITORS: Bill Squire, Ron Schlegel, Jim Hunter

1. CALL TO ORDER

A regular meeting of the Board of Directors of the Napa County Fair Association was held Wednesday, May 12, 2010 in the Main Office at the fairgrounds. The meeting was called to order at 5:35 PM by President Ray Edds.

2. PUBLIC COMMENT

No public comment.

3. CONSENT CALENDAR

CEO Moore requested that Item 3-b Approval of Financial Statements for the Period Ended March 31, 2010 and April 30, 2010 be removed from the Consent Calendar, as those reports were not available at the time of the meeting. Director Porter moved, Director Watson seconded and motion carried to approve the Consent Calendar as amended, Items 3-a, 3-c, and 3-d.

4. COMMITTEE REPORTS

a. EXECUTIVE: No meeting to report.

b. BUILDINGS & GROUNDS: The Committee met on May 11, 2010 to discuss the speedway light pole painting, sewer, and electrical upgrade projects. The Committee acknowledged that they are moving forward with repairing several of the electrical hazards as identified during the CFSA safety inspection this past February, including the GFI outlets in all of the kitchens and the exposed wires on the backside of turn 3. Additional items will be addressed after the Fair. CCA has provided a day-labor quote for the sewer project at \$50,000 and is recommending the sewer line be diverted alongside the Tubbs Building overhang instead of around the redwoods. While the committee agrees with CCA's recommendation, the Committee has requested that CCA develop formal plans for the project so that quotes from local contractors can be obtained. The Committee recommends approval of Item 7-e Speedway Light Pole Painting.

c. CAMPGROUND: The Committee met on May 5, 2010 to discuss relocating larger RV groups from the campground to the carnival lawn, as well as providing discounts to groups of 10 units or more. The Committee is contacting RV groups scheduled to arrive between mid and late July to offer a discount and use of either the Rock or Garden Room if they will relocate to the carnival lawn so that staff can determine the amount of labor involved to set up the electrical panels, assist with layout arrangements, and address other issues that may come up, before relocating all groups to the carnival lawn.

- d. GOLF: The Committee met on May 10, 2010 to discuss the children, walkers, discount and alcohol policies at the golf course. For liability purposes, the Committee recommends continuing with our policy of no walkers and no children on the golf course. Anyone on the golf course must be a participant and must pay the appropriate green fees. The Committee recommends that a policy of only one discount offer per person be adopted so that senior rates cannot be combined with \$2 off coupons given at the course, along with 19th Tee discount of buy one get one free, etc. The Committee also recommends that the alcohol policy be updated, that proper permanent signage be put in place, and that a letter be sent to the men's club members informing them of our policies and our commitment to enforcing those policies.
- e. PARADE: No meeting to report. Next meeting scheduled for May 13, 2010 at 9 AM in the Fair Office.
- f. POLICY: The Committee met on May 10, 2010 to discuss the current alcohol policy as well as past director green fee perks. The Committee will be reviewing the current alcohol policy and making recommendations for separate, distinct policies for the speedway, fair, golf course, and interim events. The Committee recommends approval of Item 6-b Director and Employee Perks Policy.
- g. PUBLIC RELATIONS: No meeting to report.
- h. RACE: The Committee met on April 19 and May 3, 2010 to discuss and finalize the season program and novelty sales. The program has been sent to the printer, t-shirts, decals, and patches have been ordered to sell at the races.

5. **CORRESPONDENCE**

- a. City of Calistoga: Water Systems Superintendent Warren Schenstrom sent a letter to all users of the reclaimed water that it would not be available until the week of May 16. President Edds reported that we researched the abandoned wells but determined that they were inoperable. CEO Moore reported on her conversation with Mr. Schenstrom in which he explained that mandatory testing on the system would not be complete until May 14, and then with a day or two to convert over, we should receive water on the 16th. CEO Moore also reported on the efforts of our own maintenance department, Rafael and Pedro, to conserve the water by watering only the greens, and that with the help of mother nature, it appears that they've done a nice job given the circumstances. CEO Moore also reported that we took advantage of the opportunity to clean up in and around the pond area while it's been low.
- b. CFSA: Monthly newsletter distributed by CFSA with safety tips, purchasing opportunities, and other industry information.
- c. F & E: The Board acknowledged the letter from the Division in acceptance of our 2009 Statement of Operations. CEO Moore noted that the original Statement was submitted by the deadline of March 1, but due to some accounting adjustments in the previous year, a revised Statement was submitted on April 28, 2010.
- d. Black Bart Hoo-Hoo #181: The Board acknowledged the letter sent by Edgard Massoletti and the Black Bart Hoo-Hoo #181 thanking our staff for their assistance with their fundraiser .

6. **UNFINISHED BUSINESS**

- a. Policy Manual: CEO Moore noted that this item will remain on the agenda until it is finalized. Patrick Clark, of Patrick Clark Consulting, continues to review the Employee Policy Manual as

submitted to him on a monthly basis as part of his retainer hours and CEO Moore continues to work with him in answering questions, clarifying items, and researching topics.

- b. Director and Employee Perks Policy: Director Watson moved, Director Keag seconded and motion carried to approve the Policy Committee's recommendation that past directors receive the same green fee perks as current directors.

7. NEW BUSINESS

- a. Directors Shirts: Director Porter moved, Director Watson seconded and motion carried to purchase two shirts per director, one with the new Napa County Fair Association logo and one with the new Calistoga Speedway logo. Women's shirts will be ordered for the ladies on the Board.
- b. 2010 Speedway Insurance: Director Holston moved, Director Porter seconded and motion carried to authorize CEO Moore to purchase speedway insurance for the 2010 season, up to \$8,500.
- c. 2010 Exhibitor's Guidebook: Director Holston moved, Director Watson seconded and motion carried to approve the 2010 Exhibitor's Handbook, including the addition of 4-H divisions and expansion of the olive oil and amateur wine competitions.
- d. Nat Repetto: Director Porter moved, Director Winrod seconded and motion carried to honor the past practice of providing free facility usage to the golf course men's club, as explained by men's club member Jim Hunter, for the memorial services on May 19, 2010 in the Tucker Building at Nat Repetto's request.
- e. Speedway Light Pole Painting: Director Holston moved, Director Watson seconded and motion carried to approve the light pole painting project, up to \$39,500, to begin on June 1.

8. MATTERS OF INFORMATION

- a. CEO Report: CEO Moore reported on the success of the Association membership insertions in the City water bills. As of today, nearly a dozen new members have signed up and people are talking about it at service group meetings.

In preparation of the speedway season, CEO Moore reported that the new screen for turns 1 and 2 has been ordered, a fire safety training with former CART series safety team leader Lon Bromley is scheduled with our fire crew, fire department, Charlie Wigglesworth of CFSA for May 22 and 23.

CEO Moore reminded the Board that she and Director Porter would be attending the New CEO Orientation in Sacramento on May 20 and 21. The topics include presentations by all of the JPA's as well as WFA and the Division.

- b. Directors Reports: Director Watson reminded the directors to each find one judge for the Parade.

9. ADJOURNMENT

Director Holston moved, Director Porter seconded and the motion carried to adjourn the meeting at 6:54 PM.

Certified to be a true and correct copy.

Carlene Moore
Chief Executive Officer

Date

Ray Edds
President

Date