

**MEETING MINUTES**  
**19TH DISTRICT AGRICULTURAL ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, February 22, 2024, at 11:00 a.m.**

**Directors Present:** Miguel Avila, Luis Esparza, Salvatore Milazzo, Teresa McWilliams, Collin Greene

**Directors Absent:** Michael Medel, Cecilia Tavera, Nancy Melekian, Marshall Miller

**Staff Present:** Ben Sprague, CEO; Rosie Miranda, Event Coordinator; and Vanesa Caracure, Staff

**Guests Present:** See the speaker's form

**I. CALL TO ORDER:** Director Milazzo called the meeting to order at 11:00 a.m.

**II. ROLL CALL:** Roll was taken, and a quorum was met.

**MOTION:** Director Milazzo motioned to excuse the absences of Director Medel, Director Tavera, Director Melekian, and Director Miller. Director Avila seconded the motion.

All in favor: Director Avila, Director Esparza, Director Milazzo, Director McWilliams, Director Greene. No abstentions, none opposed. The motion **passed**.

**III. MINUTES OF MEETING**

**MOTION:** Director Avila motioned to approve the December 14, 2023, and January 25, 2024, meeting minutes. Director McWilliams seconded the motion.

There were no Public Comments.

All in favor: Director Avila, Director Esparza, Director Milazzo, Director McWilliams. Director Green abstained. None opposed. The motion **passed**.

**IV. CONSENT CALENDAR**

**1. Rental Agreements**

**MOTION:** Director McWilliams motioned to approve the consent calendar. Director Avila seconded the motion.

Public Comment was given inquiring about the pricing. It was stated that the pricing is standardized.

All in favor: Director Avila, Director Esparza, Director Milazzo, Director McWilliams, Director Greene. No abstentions, none opposed. The motion **passed**.

## **V. PRESIDENT'S REPORT**

### **1. Board Member Update**

President Milazzo stated that the Board calendar is available in the previous meeting's folder. A different time will be proposed for these meetings to improve attendance.

### **2. Ad Hoc Committee**

President Milazzo stated there was significant interest in joining an Ad Hoc Committee to make a recommendation for planning firm selection. The make-up of this Committee will be decided on in the next week. Once the Board has selected the planning firm, the Board will create a second Committee to assist and guide the planning firm.

There was no Public Comment.

## **VI. ACTION ITEMS**

The Board discussed the existing action items. Items a through e are policies that were adopted. Item g, the sick leave policy, is audited by the State. It was noted that the agreements are similar to the agreements brought to the Board in the prior year. Examples of gifts that follow the gift acceptance policy were given.

**MOTION:** Director Avila motioned to approve items 6 b through 6 k. Director Esparza seconded the motion.

Public Comment was given regarding the gift acceptance policy intention. It was stated that if the Board should return the gift in full if it cannot be allocated as intended.

All in favor: Director Avila, Director Esparza, Director Milazzo, Director Greene. Director McWilliams abstained. None opposed. The motion **passed**.

**MOTION:** Director Avila motioned to approve item 6 a with the single-word addition of "signature" following "single" towards the end of the last sentence. Director Esparza seconded the motion.

There were no Public Comments.

All in favor: Director Avila, Director Esparza, Director Milazzo, Director McWilliams, Director Greene. No abstentions, none opposed. The motion **passed**.

## **VII. CLOSED SESSION**

**MOTION:** Director Avila motioned to move into a closed session at 11:29 a.m.

## **VII. OPEN SESSION**

The open session began at 11:31 a.m. There was no action taken during the Closed Session.

## **IX. CEO REPORT**

### a. Warren Hall Update

CEO Sprague stated that there were no additional updates from last week.

### b. RFQ

CEO Sprague stated that due to overwhelming interest, the dates of the RFQ have been pushed by a month. There are still approximately five firms in consideration.

### c. WFA, CFA discussion

CEO Sprague provided background information on the associations, which lobby and advocate for fairs. In the last year, there has been a split between WFA and CFA that has formed. The basic issue at hand is how representation is handled for fairs. At this point, CEO Sprague has not committed to either association. The fees for both associations have increased dramatically, which cover annual membership to the lobbying body.

### d. General Comments

A public comment inquired if a written statement could be given ahead of the meeting for members of the public to review. It was also suggested that the CEO review the financial statements at each meeting.

Karen asked for more information on the RFQ process and stated that two firms have applicable experience but have not heard about the RFQ. It was stated that the deadline was extended for the final submission of materials and that multiple firms are expected to be involved.

## **X. PUBLIC COMMENTS**

A comment was made regarding a financial arrangement and agreement.

A comment was made that there is a large minimum stall requirement and that there is a lost opportunity with a big minimum stall requirement pending that all other fees can be paid.

A comment was made that a sign-in sheet should be used, and a closed session should be moved to the end of the meeting.

Karen extended a thank you on behalf of EVAC for their work regarding evacuation readiness.

## **XI. LETTERS TO THE BOARD OF DIRECTORS**

There were letters that were included in the packet.

**XII. ADJOURNMENT**

President Milazzo adjourned the meeting at 11:49 p.m.

---

Respectfully submitted by Minutes Services.

---

Ben Sprague, CEO

---

Salvatore Milazzo, BOD President