



## Agenda Submittal

**Agenda #:** 15 **Status:** Regular Calendar  
**Type:** Presentation **Department:** Solano County Fair Association  
**File #:** 19-759 **Contact:** James Bezek, 784-6112  
**Agenda date:** 10/1/2019 **Final action:** 10/1/2019  
**Title:** Receive a verbal update from the Solano County Fair Association

**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. Minute Order

Date	Ver.	Action By	Action	Result
10/1/2019	1	Board of Supervisors		
Published Notice Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Public Hearing Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors receive a verbal update from the Solano County Fair Association.

### **SUMMARY:**

At the February 5, 2019 Board of Supervisor's meeting, the Board approved a one-year extension to January 31, 2021 of the current Fair Management and Operations Agreement with the Solano County Fair Association (SCFA). The action stipulated a six month check-in and report back to the Board regarding the status of activities by the SCFA to address the items discussed at that meeting. Those items covered a variety of topics including governance, the association's financial plan and a new management agreement between the County and SCFA.

### **FINANCIAL IMPACT:**

The SCFA is an enterprise fund and must operate within the operating revenues generated by the annual Solano County Fair, year-round activities, and available resources.

### **DISCUSSION:**

To date, the SCFA has put a primary focus on evaluating its financial practices and improving its financial position. A review was performed by the County Auditor-Controller, dated September 3, 2019, in follow-up to its report presented at the February 5, 2019 Board meeting. Four items had been identified as needing attention by the SCFA. Two of those items have been implemented, one is in progress and one still needs to be addressed. That item is contingent on the restructuring of the management agreement between the County and the SCFA. Details on these items can be found in the Auditor-Controller's report.

The SCFA has also been proactive in the maintenance of fairgrounds facilities including but not limited to: 1)

Completing an extensive Solano County Fairgrounds Facilities Review, 2) Meeting with CAO staff to prioritize facility needs projects, 3) Obtaining detailed cost estimates for prioritized projects, 4) Submitting a detailed funding proposal for SB 5 Bond Measure Round One funding, 5) Completing needed upgrades to preschool rented facilities, 6) Receiving proposals to utilize energy saving through electrical upgrades as currently offered by PG&E, 7) Installing electrical sub-meters, and 8) Continuing to address standard maintenance and repair issues.

The Board of the SCFA is still operating with only seven appointments of the fifteen identified in its bylaws. The bylaws were most recently updated and adopted in September 2018 and include the elements put forth by the Board at its February 5, 2019 meeting as desirable: the SCFA will submit recommendations to the Board for appointments and those recommendations will take into consideration special skills and expertise desirable to the operation of the SCFA and the fairgrounds. The current bylaws do provide a provision for the SCFA to nominate its own directors for vacancies if a position has been vacant for over 90 days to ensure a full number of sitting board members to allow the SCFA to perform at its highest capacity. The SCFA has not exercised this option.

A new management agreement has not been discussed with the SCFA and County staff at this point while other items were being addressed. The Board can direct staff to take this next step for the continued operation of the fairgrounds by the SCFA.

#### **ALTERNATIVES:**

1. The Board could choose to not receive this status update but would miss an opportunity to receive information regarding the efforts and progress achieved by the Solano County Fair Association.

#### **OTHER AGENCY INVOLVEMENT:**

County Counsel has provided input and guidance on the status and substance of the current By-Laws and Management and Operation Agreement for the Solano County Fairgrounds and could assist with modifications and revisions to the By-Laws and Management and Operations Agreement. The County Administrator's Office routinely meets with the Fair Manager to discuss the status of Fair operations.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**