

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – MARCH 27, 2024

Our mission is to provide a resilient space that enhances daily life through social connectedness, economic opportunity, and community wellbeing.

MINUTES

A meeting of the Board of Directors was held March 27, 2024, at the San Mateo County Event Center, 2495 South Delaware Street, San Mateo, CA 94403.

I. CALL TO ORDER

The meeting was called to order by President Wong at 4:05 pm.

II. ROLL CALL

Roll call was taken as follows:

Present: Steven Wong, President
Rosanne Foust, Vice-President
Leonard Iniguez, Secretary-Treasurer
Tom Ames
Amy Buckmaster
Teresa Faapuaa
Kari Foppiano
Raymond Juballa
Kitty Lopez
Rowena Poti Meafua
Jim Tucker

Also Present: Dana Stoehr, Chief Executive Officer
Justin Aquino, Fair Operations Manager
Diane Baumann, Controller
Monique Catley, Culinary Services Manager
Milla Khano, Marketing Director
Charlene King, CAO
Sharon Lee, Event and Sales Supervisor
Jim Mercurio, JCM Events

III. ORAL COMMUNICATIONS

A. Board

There were no oral communications from the Board.

B. Public

CEO Stoehr introduced Jim Mercurio, JCM Events, who is the selected bidder for construction management services. Jim introduced himself and reported on his background and experience.

IV. APPROVAL OF MINUTES

A. Board of Directors Meeting – February 28, 2024

Director Tucker made a motion to approve the February 28, 2024, Board of Directors' meeting minutes, motion seconded by Director Iniguez, and unanimously carried.

V. FINANCE COMMITTEE

A. Discussion and Action on February 2024 Financial Report

Director Iniguez reported the committee met and reviewed the February 2024 Financial Report and the committee recommends acceptance of the report. Director Iniguez made a motion to accept the February 2024 financial report as presented, seconded by Director Foppiano, and unanimously carried.

VI. FAIR OVERSIGHT COMMITTEE

A. Committee/Staff Report

Director Foppiano reported the committee met and discussed Fair planning. Justin reported on the following:

- The committee reviewed and agreed upon updates to the VIP Lounge policy that was shared with the board.
- The daily celebration invitation list will remain similar to 2023 with some updates.
- Mandatory livestock meetings have taken place, and entries are due on April 1.
- We are 63 days away from the 90th San Mateo County Fair.

VII. FACILITIES COMMITTEE

A. Committee Report

Director Tucker reported the committee met and discussed the upcoming large capital projects including the Cypress restrooms, Redwood Hall resiliency center and the RV Park and solar installation.

B. STAFF REPORTS

A. Parking/Jockey Club

Justin reported we are continuing the recruitment for an Assistant Parking Manager. He also reported on Jockey Club attendance numbers and the recruitment for admissions cashiers.

B. Sales and Events

Sharon reported on the following:

- Sales contracts through year-end including both new and returning clients.
- Upcoming events include the Master Gardener's Spring Plant Sale, Yaseen Foundation Prayer Event, Acrobatics Festival, Robot Fair & Lobster Cup International, and the USA Asian Culture and Food Expo.

C. Culinary

Monique reported on the following:

- We have distributed 388 meals with the Too Good to Go program within the past 6 months.
- Staff is preparing for County Fair concessions.
- We will be selling cinnamon rolls during the Fair.

D. Maintenance

Darryl reported on the following:

- The LED lighting retrofit project is in process.
- We will be standardizing our landscaping with ten drought resistant and low maintenance plants.
- We are receiving bids for the Delaware Street fencing project.
- We are collecting bids for the administration office window replacement.
- CFSA performed their on-site facility review with no anomalies.
- The marquee located at 25th Avenue and Saratoga Drive will be installed in approximately 2 weeks.

VII. CEO REPORT

A. General Update

CEO Stoehr reported on the following:

- She recognized the staff for their efforts towards the success of the recent inclement weather shelter.
- Northern California horseracing continues to evolve while we continue to look at alternative revenue sources.
- Recology attended a site tour to discuss a potential space lease.

- An RFP for construction management services has been released with a not to exceed amount of \$1.4 million for the management of three capital projects with an estimated cost of \$19 million. The Facilities Committee will review and score the responses.

- B. Discussion and Action on Agreement for Construction Management Services Not to Exceed \$1.4 Million Dollars
CEO Stoehr reported an RFP for construction management services was released and two responses were received. The responses were reviewed, and it was recommended that JCM Events be selected to perform the services. Director Tucker made a motion to approve an agreement with JCM Events for construction management services in an amount not to exceed \$1.4 million dollars; the motion was seconded by Director Foust and unanimously carried.

VIII. PRESIDENT'S REPORT

There was no president's report.

X. ADJOURN

There being no further business, the meeting was adjourned at 5:00 pm.

DocuSigned by:

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Leonard Iniguez, Secretary-Treasurer

Next Meeting – Wednesday, April 24, 2024 – 4:00 PM