



**To:** Board of Directors

**From:** Dana Stoehr, Chief Executive Officer

**Date:** February 15, 2026

**Subject:** CEO Update

Dear Members of the Board,

Please find below my report summarizing current initiatives, operational activities, and strategic planning efforts led by the CEO's Office.

### **Strategic Planning - Feasibility Study**

- The Feasibility Study ongoing process has included in-person stakeholder meetings. Additionally, a Facility Assessment Study has been completed and provided to the County and the SMCEC Board in February. Continued online survey outreach is currently being conducted, and survey results are due in March.
- Board & Staff Development – The SMCEC Board held its Retreat on January 28<sup>th</sup>. Minutes from the meeting will be presented as part of the Board Packet at the February meeting.
- We continue to work with Ovations, the analytical software company we have retained, to track costs more efficiently, provide detailed analysis reporting, and P/L reporting. For the Fair, ESS, Culinary, Marketing, and Maintenance Departments, JCM Events is helping me guide the Association staff in best practices across all Departments.

### **Capital Projects**

- Cypress Restroom Project – Completed
- Fiesta Hall Lobbies and Bathrooms – Completed
- RV Project – Construction is now delayed; weekly construction meetings are being held to support the project. Completion is now anticipated by April 30, 2026. The delay is largely due to the PGE permitting process for electrifying the site. Another issue that has arisen is the potential need to locate a dedicated fire hydrant close to the RV Park at the Saratoga Entrance. We are awaiting the San Mateo/Belmont Consolidated Fire to provide the final requirements for permit approval. If this Hydrant is required for opening, there will be an estimated \$137,000 potential expense that SMCEC will need to incur to complete this connection, if required. It is outside the scope of the Contractor.

- Redwood Resiliency Project –
  - Construction has begun, and weekly construction updates are being conducted. The project is currently on schedule
  - Grant Administration: Weekly tracking for quarterly reporting continues.
  - Oversight: Active participation in weekly construction meetings.
  - Construction has started, and completion is anticipated in June or July 2026. Redwood Hall is expected to be completed by May 2026.
  - Operating Agreement: Meetings with Samaritan House have continued, although they have an extremely limited rental budget. I will be presenting options to the Facilities Committee to discuss and recommend rental options for the Kitchen in March.
- Cal OES Generator Project – Generators are in place, and we are working on the final project closeout. Anticipated closeout of the Project March 15, 2026
  - Grant Administration: Ongoing weekly tracking for quarterly report compliance.
- Fiesta Hall Life Safety and Fire System Upgrade
  - Fiesta Hall is being scheduled with the selected contractor for a full life and fire system upgrade. Contractor is awaiting approval of the plan from the San Mateo/Belmont Consolidated Fire Department. Work is expected to be completed by March 2026.

## **Operational and Other Activities**

- Management policies have been updated and added to the ongoing list for the Policy Ad-Hoc Committee. The committee met and reviewed policies on February 9, 2026. The committee will make recommendations for adoption this month.
- Oversaw daily operations, including financial statement input and authorization of all monthly accounts payable.
- Have worked with all departments on the annual 2026 budget over the last month
- Executed all ESS, Marketing, Fair, and Maintenance contracts issued during the month.
- Continue bi-weekly Management meetings and various one-on-one meetings with each department manager.
- I attended the IAFE (International Fairs and Expositions) Convention and presented a session on Business Relations with food concessionaires.
- Continue to work with Diane, Charlene, and Hanson Bridgett Attorneys on the VSP. We have heard back from the IRS requesting clarification and a consolidation memorandum for our requests. We anticipate being able to answer the IRS request the week of February 16<sup>th</sup>.
- I have served as Chair of the Lights and Sirens PAL annual Fundraising Event, scheduled for March 20, 2026. We have a table, and I hope you can attend. Charlene will send out an invitation.
- I attended legislative day with CERRVF in Sacramento on Feb 3-4. I was able to talk to many legislators, including staff from Senator Becker, Assemblymembers Papan and Berman's offices. It was a very productive day that will hopefully lead to more state infrastructure dollars being allocated to the 77 California Fairgrounds.
- I have been working with JCM Event and staff to introduce a new Volunteer fundraising Program to staff culinary opportunities during the Fair and large events. Many stadiums and Convention Centers offer this program that helps generate funds for local non-profits.
- Fiesta Hall Gutters have been replaced.
- The Administration office is scheduled for new gutters as well.