SAN MATEO COUNTY EVENTCENTER ON THE SAN FRANCISCO PENINSULA

To: Board of Directors

From: Dana Stoehr, Chief Executive Officer

Date: October 22, 2026

Subject: CEO Update Report

Dear Members of the Board,

Please find below my report summarizing current operational activities, strategic planning, investigation review, and other SMCE efforts led by the CEO's Office and staff for September and October 2026

Strategic Planning - Feasibility Study

The Feasibility Study continues its process. Work completed has produced proposals for two main development options.

- Development Path 1: A new event building and parking garage along the north side of the site. This demonstrates the removal of buildings and a redesign of the site.

- Development Path 2: Expansion and Retrofit - Expo Hall (105,000 sq. ft.), Expansion and Retrofit of Fiesta Hall (55,000 sq. ft.), and a Comprehensive Facility-Wide Remodeling Evaluation addressing the 5 additional structures on the campus.

  A meeting was held with the Feasibility Study Committee, Supervisor Corzo, and CEO Callagy. CEO Callagy requested the consultants provide a price proposal and concept for a third design option. Consultants are working on providing this information to the committee and the County. CEO Stoehr

Projects

- 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. This project has been put on hold.

- SMCEC has a leaking transformer that feeds Cypress Hall. The project was originally identified as an emergency project with an estimated cost of $120K. Quotes were sourced, considering cost and timelines. JR Sharpe has done excellent work for many years at SMCEC and other Fairgrounds, including the SMCEC generators, and is a prevailing wage contractor. The replacement transformer is on site, and initial work has begun.

CEO put the project on hold given the direction from the County to use Dept. Public Works (DPW). CEO Stoehr and Facilities Manager O'Hagan are working with the County DPW and awaiting instruction. As this is an environmental hazard, there is a concern that the project needs to move quickly, which is consistent with DPW's evaluation. If the County cannot provide direction quickly. CEO Stoehr recommends de-energizing the system. As County procurement systems take a longer lead time, this could result in the need for SMCEC to rent a standby generator to feed the building for the inclement weather program. Having an onsite standby generator large enough to power Cypress will be expensive; however, costs are not yet identified.

- Justin released an RFQ for Qualifications and Interest of intent to respond to an RFP for Fair time Sound and Light services. Information was posted on two trade websites, IAFE and WFA, due to the unique services needed for Fairs. Twelve industry providers. Two respondents provided interest. One respondent attended the mandatory walk-through (Lights West, our current Sound and Light provider. CEO Stoehr worked with County Counsel and Justin to ensure compliance with our purchasing policy, as we only have one qualified bidder. County Counsel Brian Kulich approved the process per SMCEC Purchasing Policy. Sound and Light Fair services are budgeted in the 2027 budget. Recommending SMCEC issue a contract with LB Lights West for a three-year contract.

- A tree has been planted in honor of Tom Ames' service as an SMCEC Board Member, Tom will be invited to a dedication in his honor during the 2027 Fair

Operational and Other SMCEC Activity Highlights

- CEO and staff are working on timelines and document review and preparation for an internal review of issues related to JCM/SB Water Filters.

- CEO met with staff who are devastated and saddened by the situation. CEO had a staff meeting and explained what was publicly available, addressed concerns, and encouraged staff to follow up directly with HR and the CEO if they were feeling anxious or concerned or had further questions.

- Conducted Board member interviews with Supervisor Corzo to select Illiana Rodriguez to join the Board.

- Budget planning for 2027 has been completed and will be presented to Finance and the Board at the October meeting for approval.

- CEO has worked with the County Department of Emergency Services in preparation for inclement weather and emergency needs. CEO and Facility Manager Gavin have also worked to identify vulnerable areas of the property and are preparing to have on-site sandbags, sump pumps, and water retention containers to mitigate potential flood areas on the property.

- Launched three hiring campaigns: Culinary Manager, Bookkeeper II, and a Maintenance Manager. I am pleased to report that Gavin O'Hagan has started as our new Facilities Superintendent.

  The Bookkeeper II position started September 15, with plans for the candidate to take over more of the Controller's responsibilities; however, it was determined during the first week of employment that the hire did not have the required skill set, and a new search is being conducted.

We are pleased with our new employee filling the Culinary Manager position, Kenji Tokunaga, who started on September 23rd. Both Gavin and Kenji have demonstrated excellent work with ideas for cost savings and revenue expansion. Gavin lives in Half Moon Bay and has his General Contractor's License. Kenji currently lives in the East Bay and has experience in multiple site restaurant management, cost control, and best practices for food service operations. He demonstrated excellent customer service by backfilling a recent large event whose caterer (chosen by the client) failed to produce enough food for the Event. The client is extremely pleased with SMCEC and wants to book in the future.

CEO Stoehr will submit a request to schedule an update with the Policy Ad Hoc Committee to address remaining policy updates and recommended changes to our employee Manual before the November Board meeting.

Policy Type	Carrier	Agent	Contact	Phone #	Policy Term	Limit	Deductable
Commercial Auto	Nationwide	Inszone Insurance Services, LLC	Deborah Cummins	916 961-6000	5/3/2026 -5/3/2027	1,000,000.00	1,000.00
Cyber Crime	Homesite Insurance	Bowhead Sepcialty Underwriters		833 240-8996	2/2/2026 - 2/2/2027	2,000,000.00	2,500.00
Fiduciary Liability	Travelers	Alliant	Kevin Pibler	916 643-2700	1/1/2026 - 1/1/2029	1,000,000.00	
Commerical Crime	ISO Properties, Inc.	Alliant	Kevin Pibler		1/1/2026-1/1/2027	1,000,000.00	5,000.00
Workers Compensation	CFSA	Tom Mitchell	Cindy Hehner	916-263-6172	7/1/2026 - 7/1/2027	5,000,000.00	-
General Liabiltiy	CFSA	Tom Mitchell	Mario Castagnola	916-263-6145	7/1/2026 - 7/1/2027	25,000,000.00	*

* Employment Practices liability claims $10,000.00 deductable