



BOARD OF DIRECTORS REGULAR TELECONFERENCE MEETING MINUTES January 15, 2025

ROLL CALL:

The regular Board Meeting teleconference meeting called to order by Chair Vandenberg at 10:03 a.m. on January 15, 2025, pursuant to the California Government Code Section 54950 et. seq., and Section IX of the Joint Exercise of Powers Agreement. Roll call was taken and a quorum of the Board of Directors of California Fairs Financing Authority d/b/a California Construction Authority ("CCA") were present for all agenda items.

INTRODUCTIONS:

Board Members present via Teleconference:

Russ Vandenberg, Chair
Southern County Fair, 46th DAA

Michele Richards, Vice Chair
OC Fair & Event Center, 32nd DAA

Carlene Moore, Director
San Diego County Fair, 22nd DAA

Kathy Dunkak, Director
El Dorado County Fair

John Vasquez, Director
Solano County

Michael Flores, Director (non-voting)
CDFA, Fairs & Expositions

CCA Staff Members present:

Randy Crabtree, Executive Officer
California Construction Authority

Josh Brones, Chief Operations Officer
California Construction Authority

Marcus Lee, Office Administrator
California Construction Authority

Susan Hargett, Executive Assistant
California Construction Authority

Glynnis Vaughan, Strategic Advisor
California Construction Authority

Julie Stephenson, CFO
NOW CFO

Deb Boutte, HR
CPSHR

Others present via Teleconference:

Osman Mufti, Legal Counsel for CCA
Sloan Sakai Yeung & Wong LLP

Dashelle Tucker
Sloan Sakai Yeung & Wong LLP

AGENDA ITEMS

1. Resolution No. 25-01 Approving Minutes of November 22, 2024, Regular Board Meeting.

DISCUSSION: There was no public comment on this item.

MOTION: Director Moore moved to approve Resolution 25-01. Director Richards seconded the motion.

VOTE: Roll Called by Board Secretary Glynnis Vaughan:

Director Vandenberg	Yes
Director Richards	Yes
Director Dunkak	Abstained
Director Moore	Yes
Director Vasquez	Yes

Motion Carried

Resolution No. 25-01 Approving Minutes of November 22, 2024, Regular Board Meeting approved.

2. Resolution No. 25-02 Approving revisions to CCA Personnel and Administrative Policies: Sections 100-200.

DISCUSSION: Director Moore was unable to access the red lined version of the policy. Marcus Lee brought up red lined policies on screen for review.

MOTION: Director Richards moved to approve Resolution 25-02. Director Dunkak seconded the motion.

VOTE: Roll Called by Board Secretary Glynnis Vaughan:

Director Vandenberg	Yes
Director Richards	Yes
Director Dunkak	Yes
Director Moore	Yes
Director Vasquez	Yes

Motion Carried

Resolution No. 25-02 Approving revisions to CCA Personnel and Administrative Policies: Sections 100-200 is approved.

3. Resolution No. 25-03 Approving revision to CCA's Document Retention Policy.

DISCUSSION: Osman Mufti noted this policy had not been updated since 2011 so the policy was updated to be consistent with current county laws.

MOTION: Director Dunkak moved to approve Resolution 25-03. Director Richards seconded the motion.

VOTE: Roll Called by Board Secretary Glynnis Vaughan:

Director Vandenberg	Yes
Director Richards	Yes
Director Dunkak	Yes
Director Moore	Yes
Director Vasquez	Yes

Motion Carried

Resolution No. 25-03 Approving revisions to CCA's Document Retention Policy approved.

4. Resolution No. 25-04 Approving Consultant Agreement regarding Del Mar Connection Center.

DISCUSSION: Director Moore recused herself as this is related to her fairground.

MOTION: Director Richards moved to approve Resolution 25-04. Director Dunkak seconded the motion.

VOTE: Roll Called by Board Secretary Glynnis Vaughan:

Director Vandenberg	Yes
Director Richards	Yes
Director Dunkak	Yes
Director Moore	Recused
Director Vasquez	Yes

Motion Carried

Resolution No. 25-04 Approving Consultant Agreement regarding Del Mar Connection Center approved.

5. Discussion: Finance Committee Structure and Protocol.

DISCUSSION: Board discussed potential committees and agreed to introduce a resolution at the March meeting to formalize standing of the CCA Board of Directors.

INFORMATIONAL ITEMS:

1. Financial and Local Agency Investment Fund (LAIF) Report presented by Julie Stephenson.
2. Personnel Report presented by Deb Boutte.
3. Marketing & Communications Report presented by Glynnis Vaughan.
4. Construction Report presented by Josh Brones.
5. Executive Officer's Report presented by Randy Crabtree.
 - a. Recommended establishing a committee of the Board to develop the 2026-2030 CFFA Strategic Plan. The Board will consider as part of committee discussion at the March board meeting.

DIRECTORS' REPORTS:

No reportable items shared.

ADJOURNMENT: Meeting adjourned by Chair Vandenberg at 11:35 a.m.