



# California Construction Authority

## **BOARD OF DIRECTORS REGULAR TELECONFERENCE MEETING MINUTES March 19, 2025**

### **ROLL CALL:**

The Regular Teleconference Board Meeting called to order by Chair Vandenberg at 10:04 a.m. on March 19, 2025, pursuant to the California Government Code Section 54950 et. seq., and Section IX of the Joint Exercise of Powers Agreement. Roll call 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 California Fair & Events Center  
46<sup>th</sup> DAA

Michele Richards, Vice Chair  
OC Fair & Event Center  
32<sup>nd</sup> DAA

Kathy Dunkak, Director  
El Dorado County Fair & Event Center

Carlene Moore, Director  
San Diego County Fair  
22<sup>nd</sup> DAA

John Vasquez, Director  
Solano County

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

#### **CCA Staff Members present via Teleconference:**

Randy Crabtree, Executive Officer  
California Construction Authority  
Marcus Lee, Office Administrator  
California Construction Authority

Julie Fields Stephenson, CFO  
NOW CFO  
Glynnis Vaughan, Communications  
California Construction Authority

Susan Hargett, Executive Assistant  
California Construction Authority

Deb Boutte, Human Resources  
CPS HR

#### **Others present via Teleconference:**

Osman Mufti, Legal Counsel  
Sloan Sakai Yeung & Wong LLP

Dashelle Tucker  
Sloan Sakai Yeung & Wong LLP

**No members of the public were present at any teleconference location.**

**ADJOURNMENT OF REGULAR SESSION:** Regular Teleconference adjourned by Chair Vanderberg at 10:06 a.m. and the Board went into Closed Session at 10:07 a.m.

**CLOSED SESSION:** Adjourned at 11:28 a.m.  
No reportable items shared.

**AGENDA ITEMS:**

1. Approving Resolution No. 25-05 for Minutes from:
  - i. January 15, 2025, Regular Teleconference Board Meeting
  - ii. January 29, 2025, Special Teleconference Board Meeting
  - iii. February 14, 2025, Special Teleconference Board Meeting
  - iv. February 24, 2025, Special Teleconference Board Meeting

DISCUSSION: There was no public comment on this item.  
MOTION: Director Moore moved to approve all the resolutions above.  
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. 25-05 Approving Minutes of January 15, 2025, Regular Teleconference Board Meeting, January 29, 2025, Special Teleconference Board Meeting, February 14, 2025, Special Teleconference Board Meeting and February 24, 2025, Special Teleconference Board Meeting approved.

2. Approving Resolution No. 25-06 Revisions to CCA Personnel and Administrative Policies Section 000-400.

DISCUSSION: There was no public comment on this item.

MOTION: Director Moore moved to approve all the resolutions above.  
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. 25-06 Approving Revisions to CCA Personnel and  
Administrative Policies Section 000-400 approved.

**3. Discussion and Action: Standing Committees Structure and Protocol**

DISCUSSION: There was no public comment on this item. Director Richards will leave the Finance Committee in May 2025 upon retirement and Director Dunkak will join. Director Moore expressed her wishes to be replaced as she has served multiple years already.

**INFORMATIONAL ITEMS:**

1. Financial and Local Agency Investment Fund (LAIF) Report – Julie Fields Stephenson, NOW CFO
2. Personnel Report – Deb Boutte, CPS HR
3. Marketing & Communications Report – Glynnis Vaughan
4. Construction Report – Randy Crabtree
5. Executive Officer's Report – Randy Crabtree
6. Directors' Reports:
  - a. Director Dunkak
  - b. Director Moore – vacation April 9-28, 2025
  - c. Director Richards
  - d. Director Vasquez
  - e. Director Flores – not present: left meeting at 11:56 a.m.
  - f. Chair Report – Next Board Meeting May 21, 2025, onsite at a fairground (location TBD).

**ADJOURNMENT OF REGULAR SESSION:** Meeting adjourned by Chair Vandenberg at 1:06 p.m.