



BOARD OF DIRECTORS REGULAR TELECONFERENCE BOARD MEETING MINUTES November 6, 2025

ROLL CALL:

The Regular Teleconference Board Meeting was called to order by Chair Vandenberg at 2:30 p.m. on November 6, 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 via Teleconference and at CCA, 1776 Tribute Road, Conference Room 200, Sacramento, CA 95815 for all agenda items.

INTRODUCTIONS:

Board Members present in person:

Russ Vandenberg, Chair
Southern California Fair & Events Center
46th DAA

Carlene Moore, Director
OC Fair & Event Center
32nd DAA

Board Members present via Teleconference:

James Canfield, Vice Chair
OC Fair & Event Center
32nd DAA

Kathy Dunkak, Director
El Dorado County Fair & Event Center

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

CCA Staff Members present in person:

Don Haase, Chief Operating Officer
Marcus Lee, Business Services Manager
Samatha Daley, Controller
Glynnis Vaughan, Strategic Communications Advisor
Susan Hargett, Construction Office Administrator
Sean Slay, Project Manager III
Bren Walker, Program Manager
Kristie Riddlesperger, Construction Office Administrator
Elaine Richmond, Construction Office Administrator

CCA Staff Members present via Teleconference:

Dante Medina, Project Engineer
Greg Ginther, Project Manager
Myriam Mascorro, Project Coordinator
Jasmeene Heden, Project Coordinator
Julie Stephenson, CFO NOW

Others present:

Osman Mufti, Legal Counsel, Sloan Sakai Yeung & Wong LLP
Haley Geier, Pinnacle Accounting & Financial Services
Jennifer Morgan, CEO, San Bernardino County Fair & Event Center (attending as public)

ADJOURNMENT OF REGULAR SESSION: Regular Session adjourned by Chair Vanderberg at 2:32 p.m.

CLOSED SESSION: The Board entered into Closed Session at 2:33 p.m.

ADJOURNMENT OF CLOSED SESSION: Closed session adjourned by Chair Vanderberg at 2:50 p.m.

No reportable items of action from Closed Session.

RETURN TO REGULAR SESSION: The Board returned to the Regular Session at 2:52 p.m.

Legal Counsel Osman Mufti stated no reportable items of action from Closed Session.

AGENDA ITEMS:

1. Resolution No. 25-17 Adopting and Approving Executive Officer Employment Agreement.

DISCUSSION: In accordance with Government Code Section 54953(c), Osman Mufti stated the Executive Officer position was offered to Brent Jamison with a yearly salary of \$210,000, a \$600 per month vehicle allowance and a 3-year contract ending in 2028.

MOTION: Director Moore moved to approve the resolution.
Director Vandenberg seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:

Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye

Director Moore	Aye
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-17 Adopting Executive Officer Employment Agreement was approved.

The new Executive Officer, Brent Jamison, was brought in and introduced and stayed for the duration of the Board Meeting.

2. Resolution No. 25-18 Withdrawing Delegation of Interim Executive Officer Authority.

DISCUSSION: There was no public comment on this item.

MOTION: Director Dunkak moved to approve the resolution.
Director Vandenberg seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:	
Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye
Director Moore	Absent
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-18 Withdrawing Delegation of Interim Executive Officer Authority was approved.

3. Resolution No. 25-19 Approving Authorized Signatories to CFFA Accounts.

DISCUSSION: There was no public comment on this item.

MOTION: Director Canfield moved to approve the resolution.
Director Vandenberg seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:	
Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye
Director Moore	Absent
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-19 Approving Authorized Signatories to CFFA Accounts was approved.

4. Resolution No. 25-20 Approving FY 2024 Audit as presented by Hayley Geier of Pinnacle Financial.

DISCUSSION: There was no public comment on this item.

MOTION: Director Dunkak moved to approve the resolution.
Director Vandenberg seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:

Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye
Director Moore	Absent
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-20 Approving FY 2024 Audit as presented by Hayley Geier of Pinnacle Financial was approved.

5. Resolution No. 25-21 Approving Meeting Minutes of October 1, 2025, Regular Teleconference Board Meeting and October 28, 2025, Special Finance Committee Meeting.

DISCUSSION: There was no public comment on this item.

MOTION: Director Dunkak moved to approve the resolution.
Director Vandenberg seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:

Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye
Director Moore	Absent
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-21 Approving Meeting Minutes of October 1, 2025, Regular Teleconference Board Meeting and October 28, 2025, Special Finance Committee Meeting were approved.

6. Resolution No. 25-22 Approving Revision to Administrative Policy No. 216 – Telework/Remote Work Program.

DISCUSSION: There was no public comment on this item.

MOTION: Director Canfield moved to approve the resolution.
Director Dunkak seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:

Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye
Director Moore	Absent
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-22 Approving Revision to Administrative Policy No. 216 – Telework/Remote Work Program was approved.

7. Resolution No. 25-23 Approving Revised Group Benefit Policy No. 319.

DISCUSSION: There was no public comment on this item.

MOTION: Director Dunkak moved to approve the resolution.
Director Canfield seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:

Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye
Director Moore	Absent
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-23 Approving Revised Group Benefit Policy No. 319 was approved.

8. Resolution No. 25-24 Approving Corrective Action and Administrative Modifications to Resolutions From 2018-2023.

DISCUSSION: There was no public comment on this item.

MOTION: Director Canfield moved to approve the resolution.
Director Dunkak seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:

Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye
Director Moore	Absent
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-24 Approving Corrective Action and Administrative Modifications to Resolutions From 2018-2023 was approved.

9. Resolution No. 25-25 Approving Board and Finance Meeting dates and times for 2026.

DISCUSSION: There was no public comment on this item.

MOTION: Director Dunkak moved to approve the resolution.
Director Canfield seconded the motion.

VOTE: Roll called by Board Secretary Susan Hargett:

Director Vandenberg	Aye
Director Canfield	Aye
Director Dunkak	Aye
Director Moore	Absent
Director Vasquez	Absent

Motion Carried.

Resolution No. 25-25 Approving Board and Finance Meeting dates and times for 2026 were approved.

INFORMATIONAL ITEMS:

1. Financial Report – Sam Daley and Julie Fields Stephenson, NOW CFO

2. Business Services Report – Marcus Lee
3. Grant Program Updates – Glynnis Vaughan
4. Executive Officer's Report – Don Haase
5. Directors' Reports:
 - a. Director Canfield
 - b. Director Dunkak
 - c. Director Moore - discussed having the Board and CCA look at rules around fairgrounds taking control of smaller projects at the local level to help with cost savings. At CDFA Symposium there was a discussion about creating a 501(C)(3) to help secure grants and funding for fairgrounds.
 - d. Director Vandenberg

ADJOURNMENT OF REGULAR SESSION: Meeting adjourned by Chair Vandenberg at 4:30 p.m.