

7<sup>th</sup> District Agricultural Association / Monterey County Fair  
2004 Fairground Road, Monterey, CA 93940  
(831) 372-5863

Website: [www.montereycountyfair.com](http://www.montereycountyfair.com)

Email: [info@montereycountyfair.com](mailto:info@montereycountyfair.com)

**BOARD MEETING AGENDA**

Thursday, April 22, 2021 12:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/7143722427?pwd=V0NPUVVHZGllS1Q4ck9YOTZSeld4QT09>

Meeting ID: 714 372 2427 Passcode: 343782

One tap mobile +16699009128

All matters noticed on this agenda may be considered for action. Items listed on the agenda may be considered in any order at the discretion of the Board President. Any item not so noticed will not be considered and discussed.

- A. CALL TO ORDER/ROLL CALL OF DIRECTORS PRESENT/EXCUSED
- B. INTRODUCTION OF GUESTS AND STAFF
- C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: In accordance with state law, the Board will not comment or otherwise consider public comment matters until and unless such items have been properly noticed for a future meeting.
- D. CONSENT AGENDA (Discussion/Action by Board)  
All items on the consent agenda are to be approved in one motion unless a Board member Requests separate action on a specific item.
  - a. Review and Approval of meeting minutes: March 25, 2021
  - b. Review and Approval of Bills
  - c. Review and Approval of Contracts
- E. OLD BUSINESS (Discussion/Action by Board)
  - a. Financial Update
  - b. Approve JLA Check Distribution Policy
  - c. Approve updated RV park fees
  - d. Approve final 2021 fair poster artwork
- F. NEW BUSINESS (Discussion/Action by Board)

All Board meetings must be accessible to the physically disabled. Any person needing a disability- related accommodation or modification in order to attend or participate in any Board or Committee meetings or other Monterey County Fair activities may request assistance by contacting Kelly Violini at the Monterey County Fair Office, 2004 Fairground Road, Monterey, CA 93940 or by calling Kelly at (831) 372-5863.

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- a. Approve 2021 carnival agreement & draft layout
- b. Approve 2021 fair parking fees
- c. Approve 2021 Entry Guidebook

G. REPORTS AND INFORMATION (Informational)

- a. Correspondence
  - i. CDFA/Fairs & Expositions
- b. Committee Reports
  - i. Fair Committee – Report of 4.19.2021 Meeting
  - ii. Buildings and Grounds
  - iii. SW/Interim Events
  - iv. Heritage Foundation
- c. CEO Report
- d. Staff Reports

H. MATTERS OF INFORMATION (Informational matters not related to the agenda)

- a. Directors Comments

I. ADJOURNMENT

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MINUTES OF THE MARCH 25, 2021 MEETING OF THE 7TH DISTRICT AGRICULTURAL  
ASSOCIATION

Directors via Zoom: Vivien Lindley, Dan Presser, Teri Short, Nicole Hollingsworth, and Ruth Thompson.

Directors absent (excused): Ricky Cabrera, Paul Tran, and Jeanne Byrne

Guests: Staff member Kelly Violini, CEO and Jessica Ayala & Phillip Carranco members of the public.

A/B/C: The meeting was called to order at 12:02 PM by President Teri Short via Zoom.

D. Consent Agenda

a/b/c: The minutes of the February 25, 2021 meeting along with contracts and February bills were approved. Motion carried.

| Board Member                     | Approved | Not Approved |
|----------------------------------|----------|--------------|
| Nicole Hollingsworth             | x        |              |
| Vivien Lindley (seconded motion) | x        |              |
| Dan Presser                      | x        |              |
| Teri Short                       | x        |              |
| Ruth Thompson (made motion)      | x        |              |

E. Old Business

- a. Financial Update – Violini gave an update on fair financials. A Finance Committee meeting will be scheduled prior to the April board meeting. Violini asked the board their opinion on submitting the targeted support application to CDFA; the board agreed that it would be a good idea and support this.
- b. Approve revised RV park policies: Violini explained the finalized RV policies as revised by CDFA Legal. Mr. Carranco asked what happens if a patron would like to stay longer than 28 days; Violini responded that it is determined by the camp host however most can stay on site. Motion carried.

| Board Member                    | Approved | Not Approved |
|---------------------------------|----------|--------------|
| Nicole Hollingsworth            | x        |              |
| Vivien Lindley                  | x        |              |
| Dan Presser (made motion)       | x        |              |
| Teri Short                      | x        |              |
| Ruth Thompson (seconded motion) | x        |              |

Approve painting of Garden Courtyard: Violini shared correspondence from CDFA Legal. The motion was made to state that the 7<sup>th</sup> DAA Board does not find the murals to be a historical resource, and that the painting of the outside of the exhibit hall constitutes maintenance of an existing facility, exempt from CEQA therefore it is approved to repaint. Motion was properly made and seconded and under discussion Director Presser stated that he does hate to see it go.

Director Thompson wanted to ensure that photos have been taken of this area; Violini responded that a professional photographer has photographed the entire area. Motion carried.

| Board Member                    | Approved | Not Approved |
|---------------------------------|----------|--------------|
| Nicole Hollingsworth            | x        |              |
| Vivien Lindley                  | x        |              |
| Dan Presser                     | x        |              |
| Teri Short (made motion)        | x        |              |
| Ruth Thompson (seconded motion) | x        |              |

#### F. New Business

- a. 2021 Fair Poster Art Approval: Violini shared the poster art choices. Director Lindley asked that the artwork be taken back to the graphic designer to add fair dates and theme. The poster art was approved pending final approval of fair committee. Motion carried.

| Board Member                    | Approved | Not Approved |
|---------------------------------|----------|--------------|
| Nicole Hollingsworth            | x        |              |
| Vivien Lindley                  | x        |              |
| Dan Presser (made motion)       | x        |              |
| Teri Short                      | x        |              |
| Ruth Thompson (seconded motion) | x        |              |

- b. Approved updated premiums for livestock and exhibits departments; sale policies: Violini reviewed what was discussed in fair committee for increasing showmanship premiums in those classes with ten or more entries and reducing several non-livestock premiums. Motion carried.

| Board Member                  | Approved | Not Approved |
|-------------------------------|----------|--------------|
| Nicole Hollingsworth          | x        |              |
| Vivien Lindley                | x        |              |
| Dan Presser (seconded motion) | x        |              |
| Teri Short                    | x        |              |
| Ruth Thompson (made motion)   | x        |              |

- c. Approved reduced commercial vendor space fees and concession percentage for 2021 Fair. Violini reviewed what was discussed in fair committee. It was agreed that due to limited capacity fair in 2021, vendor space fees would be reduced, and concession percentage would be reduced from 23% to 18%. Motion carried.

| Board Member                    | Approved | Not Approved |
|---------------------------------|----------|--------------|
| Nicole Hollingsworth            | x        |              |
| Vivien Lindley (made motion)    | x        |              |
| Dan Presser                     | x        |              |
| Teri Short                      | x        |              |
| Ruth Thompson (seconded motion) | x        |              |

- d. Approval of JLA Check Distribution Policy: Violini reviewed what was discussed in fair committee. Fair would like to distribute JLA checks directly to the exhibitor, as it is stated in CDFA State Rules for Fairs. Director Lindley asked about releasing checks to parents or guardians for exhibitors under the age of 18. The board asked Violini to submit the document to CDFA Legal for review and bring back to the next board meeting. Violini asked to be able to send a memo to FFA advisors and that was approved. Draft policy approved pending changes along with memo to FFA advisors noting the change for the upcoming fair. Motion carried.

| Board Member                           | Approved | Not Approved |
|--|----------|--------------|
| Nicole Hollingsworth (seconded motion) | x        |              |
| Vivien Lindley                         | x        |              |
| Dan Presser                            | x        |              |
| Teri Short                             | x        |              |
| Ruth Thompson (made motion)            | x        |              |

- e. Approve updated RV park fees for weekly/monthly: Violini explained and distributed supporting information for the following:
- 10% discount for Military/Veterans/Seniors/Good Sam
  - Adding a late check out fee of \$10 per space
  - Weekly rates of \$360/Military Week \$320
  - Monthly rates of \$1,330/Military Month \$1,200
  - Special Week (Big Events) \$500

Director Lindley stated that charges should be higher for big events on the Peninsula. Violini was directed to look at mid-week rates and possibility of increasing big event rates from \$80/night to \$100/night. Violini will bring rates back to the full board in April. She asked the board to approve the military discount along with weekly/monthly military rates. Motion Carried for these rate structures only.

| Board Member                  | Approved | Not Approved |
|-------------------------------|----------|--------------|
| Nicole Hollingsworth          | x        |              |
| Vivien Lindley (made motion)  | x        |              |
| Dan Presser (seconded motion) | x        |              |
| Teri Short                    | x        |              |
| Ruth Thompson                 | x        |              |

#### G. Reports and Information.

- Correspondence: CDFA and CFSA Correspondence was shared.
- Committee Reports:
  - Fair Committee Report: No further report of 3/25/21 Meeting.
  - Buildings and Grounds Committee Report:
  - SW/Interim Events: No report
  - Heritage Foundation –Director Lindley reported on their meeting held March 10<sup>th</sup>. They are losing board member Jessica Pedevilla due to her moving and gaining a new board member, Catey Trenner. They are also working on

revising membership structure for 2021 and have agreed to sponsor special friends and exhibitor BBQ again.

c. CEO Report: No additional report.

d. Staff Report: No report

H. Matters of Information

a. Directors Comments - Director Thompson stated that she is happy to be a part of the Board. All agreed it is nice to see people out and about and the county is doing a good job organizing vaccination clinics.

b. Next board meeting will be held on Thursday, April 22, 2021 at 12 PM.

The board meeting was adjourned at 1:03 PM.

**Approved**

**Teri Short  
President**

**Approved**

**Kelly Violini  
CEO/Manager**

# MONTEREY COUNTY FAIR, 7th DAA

## Bill Payment List

March 2021

| DATE   | NUM   | VENDOR                                   | AMOUNT        |
|--|-------|--|---------------|
| 113-010 CASH - OPER RABO BANK - ACCT# 0072086688           |       |  |               |
| 03/02/2021   | 41615 | CLS BOOKKEEPING SERVICES.                | -547.50       |
| 03/02/2021   | 41616 | GLASTONBURY, INC. AUDIO VISUAL           | -12,142.50    |
| 03/08/2021   | 41619 | INT'L. UNION OF OPERATING ENGINEERS      | -401.44       |
| 03/08/2021   | 41620 | TEAMSTERS UNION LOCAL #853               | -280.00       |
| 03/08/2021   | 41622 | DELTA DENTAL                             | -378.16       |
| 03/08/2021   | 41621 | BILL'S PLUMBING, DRAIN AND BACKFLOW      | -130.00       |
| 03/08/2021   | 41624 | M & S BUILDING SUPPLY                    | -87.95        |
| 03/08/2021   | 41625 | THE BUZZ PR, LLC                         | -2,383.33     |
| 03/08/2021   | 41623 | ELVI'S CLEANING SERVICES                 | -200.00       |
| 03/08/2021   | 41626 | XOPANDORA                                | -540.00       |
| 03/09/2021   | 41627 | AMERICAN SUPPLY COMPANY                  | -580.16       |
| 03/09/2021   | 41628 | CAPE LEASING CORPORATION                 | -305.94       |
| 03/09/2021   | 41632 | PACIFIC SHOWCASE                         | -190.00       |
| 03/09/2021   | 41630 | DASSEL'S                                 | -845.60       |
| 03/09/2021   | 41629 | CULLIGAN QUALITY WATER ENTERPRISES, INC. | -118.12       |
| 03/09/2021   | 41631 | ELVI'S CLEANING SERVICES                 | -150.00       |
| 03/09/2021   | 41633 | MCDONALD REFRIGERATION, INC.             | -1,099.23     |
| 03/09/2021   | 41636 | MONTEREY PENINSULA CHAMBER OF COMMERCE   | -320.00       |
| 03/09/2021   | 41637 | WESTERN FAIRS ASSOCIATION.               | -1,750.00     |
| 03/09/2021   | 41635 | MONTEREY ONE WATER                       | -3,050.81     |
| 03/09/2021   | 41634 | MONTEREY CITY DISPOSAL, INC.             | -541.38       |
| 03/17/2021   | 41640 | ATT                                      | -250.13       |
| 03/17/2021   | 41645 | GLASTONBURY, INC. AUDIO VISUAL           | -8,000.00     |
| 03/17/2021   | 41644 | FIRST ALARM, INC.                        | -1,566.63     |
| 03/17/2021   | 41649 | SHAMROCK OFFICE SOLUTIONS                | -101.76       |
| 03/17/2021   | 41646 | OLIVIA TRINIDAD                          | -946.25       |
| 03/17/2021   | 41651 | ZOE ALEXANDER                            | -500.00       |
| 03/17/2021   | 41650 | US BANK                                  | -10,314.11    |
| 03/17/2021   | 41639 | ARI EDWARDS                              | -250.00       |
| 03/17/2021   | 41638 | ALI ELFAKI                               | -115.00       |
| 03/17/2021   | 41648 | RAYNE WATER                              | -84.00        |
| 03/17/2021   | 41647 | PRICE PAIGE & COMPANY                    | -1,129.00     |
| 03/17/2021   | 41642 | CALIFORNIA AUTHORITY OF RACING FAIRS.    | -1,679.25     |
| 03/17/2021   | 41641 | BERKLEY FIRE & MARINE UNDERWRITERS       | -1,437.00     |
| 03/17/2021   | 41643 | CALIFORNIA FAIR SERVICES AUTHORITY.      | -9,896.44     |
| 03/26/2021   | 41652 | CATHY'S ACTION PACKED FUN JUMPS          | -1,205.83     |
| 03/30/2021   | ACH   | RAYNE TECHNOLOGY SOLUTIONS, INC.         | -3,269.01     |
| Total for 113-010 CASH - OPER RABO BANK - ACCT# 0072086688 |       |  | \$ -66,786.53 |

# Interim Board Report April 2021

## INTERIM

| 2021 Contracts |         |                                    |                   |            |             |                  |
|----------------|---------|------------------------------------|-------------------|------------|-------------|------------------|
| STATUS         | AGREE # | Name                               | Description       | Amount     | Date Booked | Event date       |
| IN PROCESS     | 21-1028 | Exotic Bird & Animal Expo          | animal exhibition | \$2,150.00 | 3/31/2021   | 5/2/2021         |
| IN PROCESS     | 21-1029 | Joseph Talley 831 Catering         | catering          | \$650.00   | 4/1/2021    | 4/21 to 4/6/2021 |
| IN PROCESS     | 21-1030 | Neele Tukhi                        | Afghan Dinner     | \$260.00   | 4/8/2021    | 4/10/2021        |
| IN PROCESS     | 21-1031 | Collections Inc - Maureen Connolly | Art Auction       | \$2,125.00 | 4/16/2021   | 4/18/2021        |
| Total Interim  |         |                                    |                   | \$5,185.00 |             |                  |

| 2022 Contracts |         |               |                        |          |             |            |
|----------------|---------|---------------|------------------------|----------|-------------|------------|
| Status         | AGREF # | Name          | Description            | Amount   | Date Booked | Event date |
| IN PROCESS     | 22-1004 | Diana Mendoza | Wedding (deposit only) | \$500.00 | 4/9/2021    | 7/30/2022  |
| Total Interim  |         |               |                        | \$500.00 |             |            |

| Drive In Contracts       |         |            |             |        |             |            |
|--------------------------|---------|------------|-------------|--------|-------------|------------|
| Status                   | AGREE # | CONTRACTOR | Description | Amount | Date Booked | Event Date |
| Total Drive in Contracts |         |            |             | \$0.00 |             |            |

| 2021 Food Truck Contracts |  |         |   |                    |             |                        |
|---------------------------|--|---------|---|--------------------|-------------|------------------------|
| Status                    |  | Name    | Description                                   | Amount             | Date Booked | Event date             |
| IN PROCESS                |  | 21-FT07 | Toasted Artisan Grilled Cheese Erica Domingoz | food truck Fridays | 3/26/2021   | 3/26/2021 for duration |
| Total Sponsorships        |  |         |   | \$50               |             |                        |

| Drive in Sponsors      |         |                                |  |            |                 |
|------------------------|---------|--------------------------------|--|------------|-----------------|
| 2021 Drive in Sponsors |         |                                |  |            |                 |
| STATUS                 | AGREE # | SPONSOR                        | MOVIE/ DESCRIPTION                       | AMOUNT     | DATE            |
| Paid                   |         | Fishermans Wharf Assn          | Pirates of the Caribbean                 | \$500.00   | 3/5/21 5&8pm    |
| Paid                   |         | Goodwill                       | 2 shows Wall E + two school sponsorships | \$2,500.00 | 4/23/21 5 & 8pm |
| Paid                   |         | Mc Donalds                     | Jumanji                                  | \$500.00   | 3/26/21 8pm     |
| Paid                   | 21-DS04 | Dr Lee Pacific Bay Dermatology | American Graffiti                        | \$500.00   | 4/3/21 5pm      |
| Total Sponsorships     |         |                                |  | \$4,000    |                 |

| Drive in Buyouts |                 |                          |                                     |            |               |
|------------------|-----------------|--------------------------|-------------------------------------|------------|---------------|
| STATUS           | NAME            | ORGANIZATION             | MOVIE/ DESCRIPTION                  | AMOUNT     | DATE          |
| Paid             | Melissa Barbosa | Monterey Spine and Joint | The Sandlot                         | \$1,800.00 | 3/13/21 5pm   |
| Paid             | Shannon Graham  | Salinas Valley Memorial  | A beautiful day in the neighborhood | \$2,235.00 | 4/17/2021 8pm |
| Paid             | Rick Robledo    | Calzona Car Club         | American Graffiti                   | \$1,800.00 | 5/22/21 8pm   |
| Paid             | Dana Marshall   | PGHS                     | Spiderman homecoming                | \$1,000.00 | 3/9/21 8pm    |
| Paid             | Kimberly Wolman | Whitson Engineers        | The Sandlot                         | \$1,800.00 | 3/11/21 5pm   |
| Paid             | Erica Ferrer    | Salinas High School      | Jumanji                             | \$600.00   | 3/26/21 5pm   |
| Paid             | Shawn Hall      | Private Party            | Clueless                            | \$1,800.00 | 4/24/21 5pm   |
| Paid             | Lanet Sandoval  | Salinas Girl Scouts      | Tangled                             | \$1,000.00 | 4/17/21 5pm   |
| Total Buyouts    |                 |                          |                                     | \$12,035   |               |

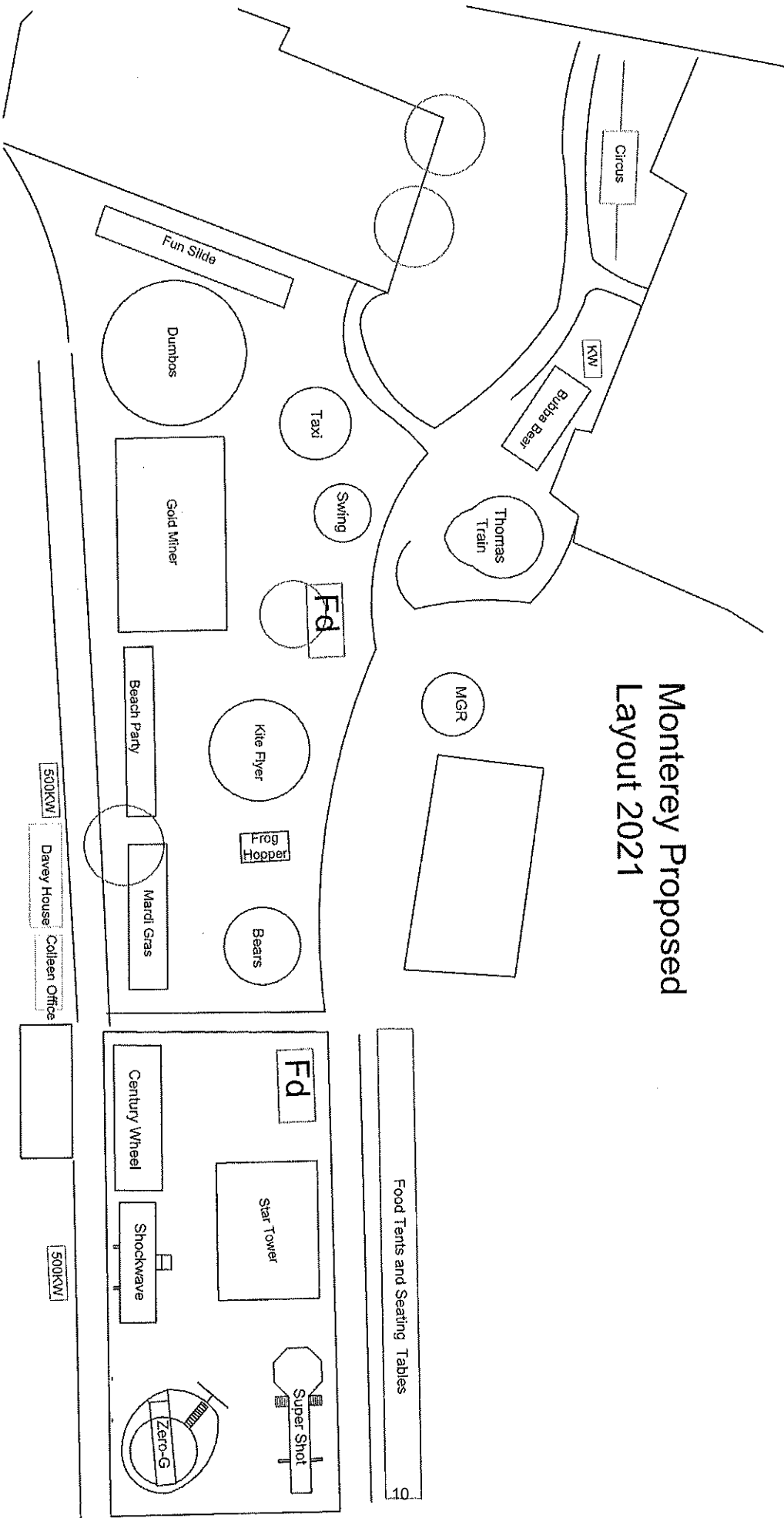
Total Revenue \$21,770



## Policy of Payment for Premiums and Awards

Premium Awards and Auction payments will be paid only as recorded on the signed judging sheet and/or Junior Livestock Auction sales records and only to the exhibitor. Checks may be picked up on the designated day as listed in the entry guidebook by the exhibitor only. If exhibitor is under the age of 18, a parent or guardian may be designated to pick up check payment. Verification of parent or guardian will be requested at pick up.

# Monterey Proposed Layout 2021



Food Tents and Seating Tables



## **Magic Money Ticketless/Cashless System**

Helm and Sons Amusements is proud to partner with Magic Money to bring you the safest, most efficient ticketless/touchless/cashless system available.

### **Features:**

#### **Customers:**

- Touchless point of contact for customers, reduces chance of cross contamination
  - With MM, we no longer need ticket sellers to interact with your customers.
  - We no longer have cash transactions between people.
  - We no longer have tickets or wristbands handled between people.
- Ticketless ride transactions:
  - No longer have tickets from customers handled and give to ride attendants
- Cashless transactions at Food and Vendor interaction
  - All food and vendor transactions can be handled with MM
- Pay by Phone Option allows attendees to skip the line completely and purchase food, game and ride credits before arriving

#### **Fair Management:**

- In a gate to gate application, Fair management has real time visibility to all transactions at Point of Sale locations
- One software and one point of contact for pre-sale ticketing, onsite ticketing, admissions, and all event spending on food, rides and games
- Eliminate or reduce costly ticketing fees

Helm and Sons Amusements  
6683 Kerry lane, Riverside, Ca 92509



April 19, 2021

**Proposal for a Modified Monterey County Fair between:  
Monterey County Fair and Helm and Sons Amusements, Inc.**

Points to Consider:

Helm and Sons Amusements proposes a one year, memorandum of agreement, in place of a contract for 2021, to put on a Modified County Fair, in place of the normal Monterey County Fair. If agreed upon, the following points will be set:

- Dates Open: September 2-6, 2021
- Move in Date: August 25, 2021
- Wristband Pricing: **Pre-Sale \$25, Onsite Sales: \$30 for children (<18), \$40 for Adults**
- Specific Date details:
  - 9/2/21 – Hours: 12-6pm Seniors, Disabled and military; Free admission - \$20 wristbands
  - Close from 6-7pm
  - Media Night/Fair Board 7-9pm
  - 9/3-6/2021 – Hours: 12pm to 10pm
- Financial Details:
  - 20% of ride revenue (less \$2 transaction fee) to MCF
  - \$500 flat fee for each food wagon and game
  - 18% of Cub Country food revenue to MCF
  - HSA will pay \$2000 to MCF for Security costs
- HSA will provide link to pre-sale page by 7/1/2021
- HSA will provide promotion and marketing content to MCF CEO
- HSA will be off property by end of day 9/9/2021
- HSA will operate Cub Country kiddie area in Monterey Room with limited capacity and timed sessions.
- HSA will pay MCF \$10,000 deposit on ride revenue by July 1, 2021, to be reconciled in settle up
- MCF retains control of: *All other aspects of Fair*
  - Parking, Commercial Vendors, Security, Trash, Restrooms, First Aid
- MCF to allow HSA to park RV's in the ~~Camp Host RV area~~ *overflow RV space #'s included*
- HSA to provide Magic Money Kiosks for MCF 4H for \$25 pre-sale
- All conditions agreed to will be set forth in a Memorandum of Agreement, signed by both parties.

Davey Helm  
President and CEO  
Helm and Sons Amusements



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE  
Karen Ross, Secretary

April 19, 2021

F2021-04

TO: All Fair CEO's

SUBJECT: POULTRY HEALTH INSPECTIONS (PHI) – FY 2021/22 Fair Season

This letter is to announce that there is grant funding through the US Department of Agriculture (USDA) for the Poultry Health Inspection (PHI) program which is available from April 1, 2021 – March 31, 2022. Fairs must receive approval from local health authorities on a site-specific plan for hosting a fair or livestock event that includes poultry. Upon arrival at the fair (and before coop-in), all poultry shall be inspected for symptoms of disease or illness by a certified Poultry Health Inspector(s) (PHI) from the designated CDFA/UC Certification Program. Any suspect animals may be dismissed from the fairgrounds. In the case where the fairgrounds will hold marketing or breeding classes this year, the poultry coming onto the fairgrounds will need to be examined by a Poultry Health Inspector (PHI).

The Poultry Health Check Guidelines and a list of certified PHIs are enclosed for your reference. If you need assistance hiring or selecting a PHI, please contact **CDFA's Dr. Francine Bradley at (760) 699-5078. Please visit the UC Davis PHI program and reference the "Biosecurity Practices to Minimize Risk of Spreading Avian Diseases for Poultry Show and Exhibition Organizers" factsheet for more information.** Refer exhibitors to the "Biosecurity Practices to Minimize Risk of Spreading Avian Disease for Poultry Exhibitors" factsheet.

California eradicated Virulent Newcastle Disease (vND) from Southern California and the Southern California Regional Quarantine was lifted June 1, 2020. Biosecurity remains an effective and important measure in disease prevention. See the attached letter from CDFA's State Veterinarian for an update on this year's Biosecurity Guidelines for State/County/City Personnel for on-farm poultry visits and a reminder of the importance of watching out for Highly Pathogenic Avian Influenza (HPAI). See the attached poster to display tips for keeping your birds healthy. Additional resources on biosecurity and bird health can be found on the CDFA Avian Health Program webpage.

A few keynotes for the PHI inspections include:

1. **The Poultry Health Inspection (PHI) Program is a REQUIREMENT for all fairs and poultry shows.**
2. **If reimbursable costs are incurred between April 1, 2021, and March 31, 2022, the PHI reimbursement will be processed for payment.**



3. Each fair will be reimbursed for actual expenses incurred, up to \$300.00 per fiscal year. To be reimbursed, fairs must submit an invoice and backup documentation within sixty (60) days of the end of the fair and no later than March 1, 2022, related inspector(s) signed contract(s), and receipts to F&E at [Kalia.Mitchell@cdfa.ca.gov](mailto:Kalia.Mitchell@cdfa.ca.gov). *(Please see the example invoice attached).*

The invoice must be on Fair letterhead, and include the following:

- ☐ Date of Invoice
- ☐ Dates of the Fair
- ☐ Date of the PHI
- ☐ Invoice number
- ☐ County with address
- ☐ Description of activity and a breakout of the expenses for each activity related to the PHI.

4. Fairs with poultry shows will be reimbursed up to a maximum of \$300.00 inclusive for inspection fees, per diem, and materials associated with the PHI inspection. *(please see specifics below).*

See CalHR for reimbursable costs/rates. Below is the pay scale for inspection fees, based on the number of birds inspected.

**Pay Scale for PHI Payment**

| Amount | Number of Birds |
|--------|-----------------|
| \$75   | 0-24            |
| \$100  | 25 - 50         |
| \$125  | 51 - 100        |
| \$150  | 101-150         |
| \$200  | 151-200         |
| \$250  | 201-250         |
| \$300  | > 250           |

\*Over 250 birds will require more than one PHI, but still a maximum of \$300/fair.

If you have any questions or need additional information, please contact Kalia Mitchell at (916) 900-5274 or [Kalia.Mitchell@cdfa.ca.gov](mailto:Kalia.Mitchell@cdfa.ca.gov).

Sincerely,



Mike Francesconi, Branch Chief  
Fairs & Expositions Branch

Enclosure



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE  
Karen Ross, Secretary

March 26, 2021

F2021-03

TO: All Fairground CEOs and Directors

SUBJECT: **Guidance for Safely Conducting Fairs & Livestock Events**

The California Department of Public Health (CDPH) is currently drafting guidance for District Agriculture Associations, County Fairs and Non-Profit Fairs, to support a safe, clean environment for workers and attendees of events (Guidance). This guidance is expected to be released in early April of this year. Application to your fair is based on the County Risk Level documented in the Guidance.

Once the Guidance is released, the fairs must work with local health authorities on a site-plan for hosting a fair or livestock event. If you have been working on a site-plan to host a fair or livestock event relying on other industry guidance, please work with your local health authorities on the best course of action. Please note that local health departments can have more restrictive criteria and different closures. For the most updated information on county status, visit [Blueprint for a Safer Economy](#).

Please be mindful before entering into any contracts for the production of your fair or livestock event that the CDPH Guidance and locally approved site plan must be incorporated into the contract terms and conditions. If you have already entered into contracts for your event, you may either amend the contract consistent with the CDPH Guidance by a written addendum agreed to by both parties, or terminate the contract pursuant to its termination clause.

Sincerely,

Michael Francesconi, Interim Branch Chief  
Fairs and Exposition Branch

