



Notice of Meeting and Agenda

Humboldt County Fair Association
Executive Committee

Tuesday, May 19, 2026, 8:30 AM

In-Person - Board Room

AGENDA

1. CALL TO ORDER

2. ROLL CALL

___ Andy Titus ___ Clint Duey ___ Lawrence Dwight ___ Greg Gomes ___ Sandy Hanks

3. PUBLIC COMMENT ON NON-AGENDA ITEMS:

This time is provided for members of the public to address the Committee or to submit written communications not on this agenda. Comments are restricted to three (3) minutes per speaker, and unused time shall not be transferred to other speakers. Board Members may respond to statements however the Committee cannot discuss or take action on a matter not listed on the agenda.

4. ADMINISTRATIVE ITEMS:

Matters under Administrative Items are considered routine by the Executive Committee and will be enacted by one motion unless a specific request is received by a director or a member of the public. The Administrative Items will not be read. There will be no discussion of the items unless pulled for discussion.

- a. Review and Approve Executive Committee Meeting Minutes from April 21, 2026

5. EXECUTIVE COMMITTEE BUSINESS ITEMS:

- a. Receive 2026 Stampede Event Update, Make Recommendations to Staff as Appropriate.
- b. Receive 2026 Fair Planning Updates, Make Recommendations to Staff as Appropriate.
 - a. Grandstands Event Updates
- c. Discuss 2027 Major Event Calendar Planning, Make Recommendations to Staff and Board as Appropriate.
- d. Discussion and Possible Action Regarding The Lighthouse Accounting Group Disengagement Letter and Accounting Services Transition.

6. EXECUTIVE COMMITTEE STANDING BUSINESS ITEMS:

- a. Review and Approve Agenda for the upcoming monthly HCFA Board of Directors Meeting.
- b. Financial Planning, Make Recommendations to Staff as Appropriate.
- c. Strategic Planning, Make Recommendations to Staff as Appropriate.
- d. By-Law Review and Development, Make Recommendations to Staff as Appropriate.
 - a. Discuss Committee Roles and Responsibilities, Make Recommendations to Staff as Appropriate.
- e. Policy Review and Development, Make Recommendations to Staff as Appropriate.

7. CLOSED EXECUTIVE SESSION

- a. CONFERENCE WITH LABOR NEGOTIATORS
(Government Code Section 54957.6)

Agency designated representative: Andy Titus, Board President
Unrepresented employee: Chief Executive Officer

8. REPORT OUT OF CLOSED SESSION

9. RECEIVE CEO STAFF REPORT

10. ADJOURN

All agenda items are subject to discussion and possible action.

Notice: This agenda has been posted at least seventy-two (72) hours prior to the meeting in a location freely accessible to members of the public, in accordance with the Brown Act. The full agenda packet is also available on the Fair Association's website at <https://www.humboldtcountyfair.org/>. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for consideration by the Board or Committee. The Chair will call for public comment as each item is heard by the Board or Committee. For items not appearing on the agenda, the public is invited to make comments during the Public Comment period for non-agenda items. All speakers are invited to state their names but are not required to do so. If you wish to submit written material at the meeting, please supply 10 copies. Americans with Disabilities Act: Individuals requiring special accommodations to participate in this meeting are requested to contact the Fair Association Office at (707) 786-9511. Notification 48 hours prior to the meeting will enable the Fair Association to make reasonable arrangements to ensure accessibility to this meeting.

HUMBOLDT COUNTY FAIR ASSOCIATION
1250 5TH Street, Ferndale, Ca
EXECUTIVE COMMITTEE MEETING
Tuesday, April 21, 2026 9:30 AM

1. The meeting was called to order at 9:30 am by President Titus.
2. Roll Call: Directors present: Andy Titus, Clint Duey, Lawrence Dwight, Greg Gomes and Sandy Hanks. Staff Present: Moira Kenny. Public present: Melissa Sanderson, Duane Martin, Tag Wotherspoon, Kelly & Gianna O'Day and several members of public supporting CR Rodeo.
3. Public Comment on Non-Agenda Items: None
4. Administrative Items: Director Duey moved to approve the minutes of the April 7, 2026 Executive meeting. Director Dwight 2nd. No discussion. No public comment. Motion passes.
5. Executive Committee Old Business Items:
 - a. Receive CR Rodeo at Fair Updates: Kelly O'Day stated there was still a strong interest in re-opening conversation on having the college rodeo on Saturday, August 15, 2026. He had discussed with the CR Administration the ticket model that was proposed. They didn't feel it would work as proposed and the insurance seemed to be an item of concern. The Administration was okay if the Rodeo was put on by a non-profit entity as a fundraiser for the CR Rodeo Team. A lengthy discussion was held with many members of the public speaking in support of the rodeo. Kelly and Gianna O'Day are the third party non-profit party putting on the rodeo with all the fundraiser profits going back to CR. They have approximately \$60,000 in donations at this point of time. They will present a draft agreement with the HCFA with the ticket structure. Kelly wondered if it was possible to have a Rodeo Committee with HCFA Board members to work with them. It was decided the board would implement an Ad-Hoc committee. Duane Martin didn't think that the insurance would be an issue. It was also discussed giving a percentage of the bar revenue to CR if an amount to be determined was surpassed.
6. Executive Committee Business Items:
 - a. Receive Stampede Production Updates: Moira reported she had been distributing road signs and posters for the event. The food vendors are booked. There has been approximately \$3000 in ticket sales and \$4,000 in box seat sales. A down payment has been made to 3 of the main acts. She is still working on the sound and stage.
 - b. Discuss 2026 Fair Planning:
 - a. Having a free admission day was discussed. It was decided to have a reduced price day on Wed and Thursday until 3 pm. The price would be \$5.00 per attendee.
 - b. Receive and discuss 2026 Fair Poster Draft: A motion by Director Hanks and 2nd by Director Duey to approve the poster as presented. No discussion. No public comment: Motion passes.
 - c. Sponsor List Sign Ups: Moira passed out lists of previous sponsors. Members will sign up for who they will be contacting.
 - d. Entertainment and Service Contract Updates: Moira stated all contracts have been finalized with the fair entertainers. She is looking into possibly having an oyster event on Friday to replace the Chili Cook-Off.

Executive Committee Standing Business Items:

A discussion was held regarding separating the Executive and Finance committee meetings. The next Executive meeting will be held on May 5 combined with Marketing and Entertainment. ON May 19th the Executive committee will meet and on May 20th the Finance committee will meet.

The agenda items for the Board meeting were discussed. The CR Rodeo Ad-Hoc committee, Sponsors, Financials and special ticket days.

7. Receive CEO Staff Report: Moira reported we had received a grant from RCE Authority for \$4500 to purchase a new lawn mower.

8. The meeting was adjourned at 11:00 am.



The Lighthouse Group

445 4th St
Eureka, CA 95501
(707) 444-1341

May 15, 2026

Humboldt County Fair Association

1250 5th Street
Ferndale, CA 95536

Re: Disengagement from Bookkeeping and CFO Managed Services

Dear Humboldt County Fair Association Board and Management Team,

The Lighthouse Group values the relationship we have had with the Humboldt County Fair Association and appreciates the opportunity to have supported the organization through our bookkeeping and CFO Managed Services.

At this time, we are formally notifying you of our intent to disengage from our current bookkeeping relationship and CFO Managed Services engagement. To allow for an orderly transition, we are providing the following disengagement options for your review and selection.

Disengagement Options

Option 1: Disengage Immediately After the Final Close of the Current Month

Under this option, The Lighthouse Group would complete the final close period for the current month and then conclude all bookkeeping and CFO Managed Services. After that close is completed, HCFA would be responsible for transitioning these services to internal staff or another provider.

Option 2: Disengage at Year-End — December 31, 2026

Under this option, The Lighthouse Group would continue providing bookkeeping and CFO Managed Services through December 31, 2026. This option would allow us to support the full 2026 year-end close and continue assisting with the preparation and filing of the 2026 tax return.



Option 3: Disengage on January 31, 2027

Under this option, The Lighthouse Group would continue providing bookkeeping and CFO Managed Services through January 31, 2027. This would allow us to close out the Winter Fair period and support a more complete transition after that activity is finalized. This option would also allow us to continue assisting with the preparation and filing of the 2026 tax return.

Please notify us in writing which option HCFA would like to select so that we can coordinate timelines, responsibilities, and transition procedures accordingly.

Payroll Services Under a Separate Engagement

Although we are disengaging from bookkeeping and CFO Managed Services, Payroll Managed Services may continue under a new and separate contract, if desired by HCFA.

Payroll Managed Services would include:

- Processing payroll
- Assisting with onboarding new employees to the HCFA team
- Assisting with offboarding team members
- Simple HR support

Advanced HR support would be billed separately at **\$150 per hour**, billed in quarter-hour increments.

Payroll Managed Services would be billed at our standard pricing of **\$500.00 per month**, plus **\$30.00 per active employee**.

Under this arrangement, The Lighthouse Group would also take on the Gusto subscription on behalf of HCFA as part of the payroll service structure.

Transition and Final Responsibilities

Once HCFA selects a disengagement option, we will work with the organization to provide a reasonable transition of records, access, and relevant financial information. Any services performed through the selected disengagement date will continue to be billed under the existing agreement unless otherwise agreed to in writing.



**The Lighthouse Group
Disengagement Letter**

Ph: (707) 444-1341

Fx: (707) 444-1371

The Lighthouse Group's transition assistance is limited to the transfer of existing records, documentation, and system access reasonably necessary to conclude the engagement. The Lighthouse Group will not provide onboarding, operational training, workflow instruction, process documentation, or transitional support services to any new accounting personnel, internal staff, or third-party accounting firms selected by the client unless separately agreed to in writing under a new engagement.

After the effective disengagement date, The Lighthouse Group will no longer be responsible for bookkeeping, financial reporting, CFO Managed Services, account reconciliations, management reporting, vendor tracking, tax preparation, or other related financial services unless specifically covered under a new written agreement.

We appreciate the opportunity to have served the Humboldt County Fair Association and remain committed to supporting a professional and orderly transition.

Sincerely,

Elijah R. Carranza
Chief Operating Officer
The Lighthouse Group