



## Notice of Meeting and Agenda

Humboldt County Fair Association  
Meeting of the Governing Board  
Executive Committee

Monday, April 21, 2025, 8:30 AM  
In-Person - Board Room

### AGENDA

#### I. CALL TO ORDER

#### II. ROLL CALL

\_\_\_ Andy Titus \_\_\_ Jack Rice \_\_\_ Lawrence Dwight \_\_\_ Greg Gomes \_\_\_ Sandy Hanks

#### III. 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.

#### IV. 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. Approval of March 17, 2025, Executive Committee Minutes

#### V. NEW BUSINESS ITEMS

- a. Discuss Staff and/or Board Presences at Upcoming Sentencing Hearing for Case # 2022R01523, Make Recommendations to Staff and Take Action as Appropriate.
- b. Discuss 2025 Date Allocation Request Results Following the April 17th CHRB Meeting, Make Recommendations to Staff/Board, Take Action as Appropriate.

#### VI. OLD BUSINESS ITEMS:

- a. Discuss Status of CDFA Exemption Requests for Poultry and Dairy Exhibition Events, Make Recommendations to Staff and Take Action as Appropriate.

#### VII. STANDING BUSINESS ITEMS:

- a. Financial Planning, Make Recommendations to Staff as Appropriate.
- b. Strategic Planning, Make Recommendations to Staff as Appropriate.
- c. By-Law Review and Development, Make Recommendations to Staff as Appropriate
  - i. Discuss Committee Roles and Responsibilities, Make Recommendations to Staff as Appropriate
- d. Policy Review and Development, Make Recommendations to Staff as Appropriate.

#### VIII. RECEIVE CEO STAFF REPORT

**IX. NEXT MEETING: May 5, 2025**

**X. 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 5<sup>TH</sup> Street, Ferndale, CA  
Executive Committee Meeting  
Monday, April 7, 2025 8:30 AM

1. The meeting was called to order by President Titus at 8:30 am.
2. Roll Call: Directors present: Andy Titus, Jack Rice, Greg Gomes, Lawrence Dwight and Sandy Hanks.  
Staff Present: Moira Kenny
3. Public Comment on Non Agenda Items: None
4. Public Comment on Closed Session Items: None
5. Administrative Items: A motion was made by Director Gomes and seconded by Director Dwight to approve the minutes of the March 17, 2025 meeting. No discussion. No public comment. Motion passes.
6. New Business items: Moira presented a Fair Only Draft Budget for review. The budget was reviewed on a line by line basis. Lighthouse Accounting will check the actual revenue and expense compared to the budget on a month by month basis.
7. Standing Business Items:
  - A. Financial Planning: The draft budget was reviewed as stated under new business. Trying to find ways to reduce expenses is getting more difficult. Moira is going to talk to Recology to see if there is a way to reduce our waste costs.
  - B. Strategic Planning: It was discussed having a carnival on the third weekend if we get the horse racing dates we requested. Other options were discussed for the fair if we don't get the dates for horse racing. We should know after the CHRB meeting on the 17<sup>th</sup> of April if we get them. Regarding non fair events Jay Russ is getting the Flat Track Racing Association going again. Having a flat track race as a non-fair event may be possible this year.
  - C. By-Law Review: Nothing to discuss.
  - D. Policy Review: Nothing to discuss.
  - E. Discuss 2025 Fair Production: Moira is moving forward with contracts for the vendors and entertainment acts. She has had conversations with various contractors needed if we have horse racing.
8. Old Business Items: The Ice Rink proposal was discussed. It was decided we need detailed budgets for events we want to hold.

9. CEO Report: Moira stated an on-line platform is being integrated for our RV Park. She wanted to let the committee know she will be taking the 8<sup>th</sup> and 18<sup>th</sup> of April off.
10. Next Meeting: April 21, 2025
11. The Meeting was adjourned at 9:50 am by President Titus.

## Exemption Request for Poultry Show Outside of Fair Schedule

**Event Name:** Humboldt County Fair Association Poultry Show

**Proposed Event Dates:** TBD – August 1st or September 20th, 2025

**Event Location:** 1250 5th Street, Ferndale, CA 95536

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### Summary of Proposed Event

The Humboldt County Fair Association respectfully requests an exemption to host a standalone poultry exhibition outside of the standard fair livestock schedule. This event is being proposed in response to current public health considerations, particularly concerns related to H5N1 (Highly Pathogenic Avian Influenza), in order to provide our local youth and community poultry exhibitors a safe and viable opportunity to participate in a show.

The poultry show will be scheduled either **a minimum of 14 days prior to** the traditional fair livestock exhibition dates or **after all other livestock species have vacated the premises**. Additionally, participation will be **limited to exhibitors residing within Humboldt County**, which to date has had no confirmed cases or exposure to H5N1.

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### Traceability Requirements

Each exhibitor must provide a valid NPIP (National Poultry Improvement Plan) number for the farm or origin of each flock entered in the show.

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### Definition of Poultry for the Event

“Poultry” for this event includes:

- Chickens
- Turkeys
- Waterfowl (ducks, geese, etc.)
- Upland game birds (pheasants, chukars, etc.)

Note: While pigeons, psittacines (parrots), doves, softbills, and hookbills are not covered under current exhibition bans, all avian species are susceptible to H5N1. They will not be included in this event.

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## Biosecurity Measures for Exhibitors and Visitors

To ensure the health and safety of all animals and participants:

- A **designated Biosecurity Manager** will be appointed for the event. This individual will complete CDFA-approved biosecurity training and ensure all minimum and event-specific protocols are strictly followed.
- All birds will be inspected on arrival by a **Poultry Health Inspector (PHI)** or licensed veterinarian. **Sick birds will not be permitted entry.**
- **Footbaths** containing disinfectant labeled for “Avian Influenza A Virus” will be placed at all barn entrances. Solutions will be changed as needed and at minimum once every 24 hours. If an alternate disinfection method is used, it will be described in detail.
- **Handwashing or sanitizing stations** will be placed at all entry and exit points of poultry barns and show rings.
- Exhibitors will provide their **own feed and watering equipment**, which must not be shared with others outside of their household or farm.
- The event will establish **designated entry and exit points** for poultry transport vehicles. All vehicles will be **cleaned and disinfected upon entry and exit**, with special attention to tires and wheel wells.
- **No other livestock or poultry species** will be on the premises during the poultry show.
- The **public will not be permitted direct contact** with any poultry on exhibit.

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## Post-Event Biosecurity Procedures

- All poultry pens, cages, and related equipment will be thoroughly **cleaned and disinfected** using products labeled for use against “Avian Influenza A Virus.”

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## Assumption of Risk

Event organizers and exhibitors acknowledge and assume the risk of potential disease transmission inherent in animal exhibition and transport.

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Thank you for your consideration of this exemption request. We remain committed to maintaining public and animal health while continuing to support our agricultural youth and poultry community.

Sincerely,

**Moira Kenny**

Chief Executive Officer

Humboldt County Fair Association

707-786-9511

[ceo@humboldtcountyfair.org](mailto:ceo@humboldtcountyfair.org)

## **Exemption Request for Dairy Heifer Exhibition Outside of Regular Fair Schedule**

**Event Name:** Humboldt County Fair Association Dairy Show

**Proposed Event Dates:** TBD – Between August 2nd and September 14th, 2025

**Event Location:** 1250 5th Street, Ferndale, CA 95536

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### **Summary of Proposed Event**

The Humboldt County Fair Association respectfully requests an exemption to host a dairy heifer exhibition outside of the traditional fair livestock schedule. This proposed event is designed to allow Humboldt County's local youth and dairy exhibitors to participate in a safe and controlled exhibition, while considering public health risks associated with **Highly Pathogenic Avian Influenza (H5N1) detections in dairy cattle.**

The event will be held either:

- **A minimum of 14 days prior** to the regularly scheduled exhibition dates, or
- **After all other livestock species have been removed** from the premises.

Participation will be **limited to exhibitors residing in Humboldt County**, which to date has had **no confirmed H5N1 exposure** in dairy cattle.

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### **Traceability Requirements**

- All dairy entries must bear **official individual identification** (840 RFID ear tags).
  - Each animal or group must be accompanied by a valid **Premises Identification Number (PIN)** for the farm of origin.
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### **Eligible Classes of Dairy Cattle**

To minimize public health risks, only the following cattle will be allowed to show:

- **Non-lactating dairy cattle** (not more than 200 days in gestation)
- **Heifers under 20 months of age**
- **Heifers less than 200 days in gestation**
- **Cattle originating from specific in-state regions only**



- **No out-of-state cattle** permitted. If a dairy animal was purchased from out of state, it must have **resided within California for at least 30 days** prior to the event to be eligible for exhibition.
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### **Entry Testing Requirements**

- All animals will have **rectal temperatures taken upon arrival**. Any animal registering a temperature **above 103°F** will be denied entry.
  - Animals must show **no clinical signs of H5N1**, including nasal discharge, lethargy, or anorexia.
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### **Biosecurity Requirements for Exhibitors and Visitors**

To ensure safety and compliance, the following biosecurity measures will be implemented:

- A **designated Biosecurity Manager** will oversee compliance and must complete CDFA-provided biosecurity training.
  - **Foot baths** containing a disinfectant labeled for “Avian Influenza A Virus” will be placed at all barn entrances and refreshed **at least every 12 hours** or as needed for efficacy.
  - **Handwashing and/or hand sanitizing stations** will be available at all entry and exit points of dairy barns and show rings.
  - **Exhibitors must provide their own feed and water buckets**, which are not to be shared between participants (unless from the same household or farm).
  - **Livestock transport vehicles** will have **designated entry and exit points** and must undergo **cleaning and disinfection (C&D)**, including tires and wheel wells, upon arrival and departure.
  - **Dairy cattle will not be permitted on-site at the same time as other livestock species.**
  - The dairy show will occur **either 14 days before or after** the main livestock exhibition.
  - The **public will not have direct contact** with any exhibited dairy cattle.
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## **Post-Event Biosecurity Measures**

- All **bedding will be removed and disposed of** in a location with no contact with poultry, livestock, or wildlife and no risk of runoff into animal facilities.
  - All **equipment, pens, feed, and water troughs** will be thoroughly cleaned and disinfected with a product labeled for “Avian Influenza A Virus.”
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## **Acknowledgement of Risk**

Event organizers and exhibitors understand and accept the potential risk of disease transmission involved in participation and agree to comply fully with all biosecurity protocols.

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Thank you for considering this exemption request in support of our local exhibitors and agricultural education community. We are committed to maintaining public health while upholding the integrity and tradition of youth livestock exhibitions.

Sincerely,

**Moira Kenny**

Chief Executive Officer

Humboldt County Fair Association

707-786-9511

ceo@humboldtcountyfair.org