

**DEL NORTE COUNTY
FAIRGROUNDS RECREATION & PARKS DISTRICT DIRECTORS
AGENDA**

Tuesday- February 26, 2019 at 10:30am
BOARD ROOM –Del Norte Fairgrounds

BOARD OF DIRECTORS

Steven Westbrook - President
Doug Wakefield - Vice President
Sabina Renner - Secretary
Rich Wier
Robyn Holt

FAIR STAFF

Kimberly Floyd CEO
Lindsey Reichlin - Fair Staff

PUBLIC PARTICIPATION

Members of the public are encouraged to provide comment to the Board and may suggest items to be placed on the agenda for discussion at the next Board meeting. While the Board values the participation of the public, the Board president reserves the right to limit the time for public comment to a maximum of three (3) minutes per speaker in order to proceed with the agenda. Public comment must be related to fair authority and jurisdiction and their placement on the agenda is within the discretion of the Board.

All meeting notices, agendas and materials considered by the Board during the meeting will be available to the public prior to the meeting in the fair office. Agendas and meeting notices will be posted on Board's website at www.dnfair.org.

AMERICAN WITH DISABILITIES ACT

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any Board meetings or Committee meetings, or in connection with other District Fair activities, may request assistance at the 41st DAA Fair office, 421 Hwy 101 N., Crescent City Ca. or by calling 707-464-9556. Requests should be made one (1) week in advance whenever possible.

MEETING NOTICE

The Board of Directors will be holding a fair board meeting on Tuesday February 26, 2019 at 10:30am in the board room of the Del Norte Fairgrounds, Crescent City Ca.

BOARD MEETING AGENDA

February 26, 2019

1. **CALL TO ORDER:** 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 or discussed.
2. **ROLL CALL OF DIRECTORS:**
3. **PUBLIC FORUM:** Any one may address the Board on any matter, either on or off the Agenda. In accordance with state law, the Board will not comment or otherwise consider Public Comment matters until such items have been properly noticed for a future meeting.
4. **APPROVE CONSENT AGENDA FOR PARK AND REC. FAIR DISTRICT** (Discussion/Action by Board)
All items on the consent agenda are to be approved in one motion unless Board member requests separate action on a specific item.
 - a. Approve Expenditures
 - b. December Meeting Minutes
 - c. Approve Financial Statements
5. **NEW BUSINESS:** (Discussion/Action by Board)
 - a. Discussion and possible action regarding the transfer of the allocation to the 41stDAA as approved in the

2018/2019 budget.

- b. Discussion and possible action regarding naming directors to the Finance Committee.
- c. Discussion and possible action regarding renewing Susan Brown's contract for the 2019 year.
- d. Discussion and possible action regarding transferring the available fund balance from the County to the Coast Central Credit Union Account.
- e. Discussion and possible action regarding hiring an outside company to do the minutes and agenda for the Rec and Parks meetings.
- f. Discussion and possible action regarding hiring a local CPA firm to handle the Rec and Parks account.
- g. Discussion and possible action regarding hiring an IT person to build the Rec and Parks own website that would link to the 41st DAA website and handle social media accounts.

6. MATTERS OF INFORMATION

- a. Directors Comments
- b. Next Board Meeting Information

7. ADJOURNMENT

4a

Statement

Black Rice & Luna LLP
 710 H. Street
 Crescent City, CA 95531
 (707) 464-7637
 acarpen@attyblack.com

Date
2/1/2019

To:

D. N County Fairgrounds Rec & Park Dist
 421 US-101
 Crescent City, CA 95531

Amount Due	Amount Enc.
\$123.00	

Date	Transaction	Amount	Balance
12/31/2018	Balance forward		123.00
01/04/2019	PMT #2074.	-41.00	82.00
01/26/2019	Legal Service Martha D. Rice:Phone call w/ Doug Wakefield --- Legal Service Martha D. Rice, 0.2 @ \$205.00 = 41.00	41.00	123.00
CURRENT			
123.00	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE
	0.00	0.00	0.00
			OVER 90 DAYS PAST DUE
			0.00
			Amount Due
			\$123.00



CALIFORNIA
FAIR SERVICES
AUTHORITY

INVOICE STATEMENT

1776 TRIBUTE ROAD, SUITE 100
SACRAMENTO, CA 95815
916-263-6157

Statement Period: 1/31/2019 - 2/11/2019

Amount Due: \$1,983.14

Remit Payment By: 2/28/2019

Del Norte Co. Recreation & Park District
421 Highway 101 North
Crescent City, CA 95531

Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Balance
12/31/2018	045466	12/18 Accounting 11/25/18-12/22/18	50.00	50.00
	Martha	Martha Hours - AR, AP, PERS	12.50	
	May	May Hours - Bank Recs, Financials, JE, Recon	37.50	
1/1/2019	045222	2019 Estimated WC Invoice	13.20	13.20
	WC	Workers' Compensation Ins.	13.20	
1/1/2019	045227	2019 Estimated Liability Lump Sum	1,906.74	1,906.74
	lump	Lump Sum Payments contact Raechelle Gibbons	0.00	
	LI	General Liability Insurance	1,926.00	
	LID	LI Lump Sum Discount	19.26-	
2/1/2019	045691	2019 Estimated WC Invoice	13.20	13.20
	WC	Workers' Compensation Ins.	13.20	
Totals for DN Parks District - Del Norte Co. Recreation & Park District			1,983.14	1,983.14

Statement Totals for DN Parks District - Del Norte Co. Recreation & Park District

Credit	Current	Over 30	Over 60	Over 90
0.00	13.20	1,969.94	0.00	0.00

**PARKS AND RECREATION FAIRGROUNDS DISTRICT
December 13th, 2018**

On December 13th the Del Norte County Fairgrounds Recreation and Parks District Board of Directors meeting was called to order at 5:34 pm by Vice President Richard Wier.

PARKS & REC FAIR DIRECTORS PRESENT

Steven Westbrook
Richard Wier
Robyn Holt
Sabina Renner

DIRECTORS EXCUSED

Doug Wakefield

OTHERS PRESENT

Kim Floyd, Mgr. Kara Miller
Linda Sutter Donna Westfall
Lindsey Reichlin Kim Haban
Matt Westbrook Aileen Cooper
Rich Taylor Helen Ferguson
Kalia Mitchell Rodney Biggs
Vanessa Alexandre Randy Hatfield
John Pritchett

ADOPT ROLL CALL

Taken

PUBLIC FORUM

Linda Sutter member of the community, congratulated the board on their improvements with agendas then stated that there is still more work needed. Mrs. Sutter also wanted to bring attention to the fact that she thinks that our website was changed. She used to be able to go straight to an agenda tab to find agendas now they aren't there. She called the Fair office and spoke to Manager Floyd where she was instructed to use the more tab. Mrs. Sutter feels this is not appropriate and too hard to find. She is still working on finding the \$920,000.00 unaccounted for and finding discrepancies, she never would have been here if not for that.

Aileen Cooper member of the community, spoke from a general perspective as she does not follow the Fair closely stated she was shocked to see such a dubious Grand Jury report she too wanted to know where the money went. She doesn't follow finances but this caught her attention. She looked at past budgets and felt the fair had a large operational cost but there was not a clear money trail. She feels that there should be line item descriptions and that the Tax Fund money should be separated from the other expenditures. Then it would be easily traced.

Rodney Biggs member of the community thanked the board for all their hard work and dedication to keep the fair alive. Keep on doing a great job.

CONSENT AGENDA

Motion made by Director Holt and seconded by Director Renner to approve the consent agenda items a -c for the Park and Recreation Fair District. Motion Carried.

DISCUSSION AND POSSIBLE ACTION REGARDING MOVINGS THE MEETINGS TO ANOTHER LOCATION

Vice President Wier opened the floor for public comment.

Linda Sutter member of the community would appreciate it if the meeting was moved to H St. First the fairgrounds are too dark and second moving the meeting will show more transparency. It can be recorded and televised for people to see that were unable to attend the meeting. She then stated that the money the board approved to pay election costs billed by Del Norte County Registrar of Voters to Del Norte County Fairgrounds recreation and Park District is highly illegal.

Aileen Cooper member of the community would like meetings moved because the meetings can be recorded and replayed on YouTube. Another advantage is that it is handicapped accessible and they provide hearing devices for the hard of hearing. It will also be better for visibility and transparency.

Donna Westfall member of the community would like to encourage the board to move the meetings due to the fact that she is there prior to the expected meeting time.

Rodney Biggs a member of the community likes meetings at their current location. Moving the meetings would cost more and he would rather see the money used on events or more activities during the Fair suggests using Facebook Live.

Director Holt spoke regarding a little research she did with a three community members. Community feeling was that having meetings of the two different boards held at different locations would be confusing on which to go to and less transparent because of the fact board members would not be able to attend each other's meetings. When contacting different organizations currently holding meetings at the H St. location she found that there is very low public attendance possibly not worth the added expense. She suggests using other ways to broadcast the meetings.

Director Wier Stated that the attendance has been higher in the last 3 months and that there had been no previous interest from the public in the past. Comments from the public are appreciated but the decision on where to hold the meetings is still a board decision. He personally would like to go back to 6:00 pm joint meetings. He also stated that the lighting and safety at the Flynn Center is not good he recently had to help an elderly woman that tripped over a curb due to the poor lighting.

Director Renner made a motion to keep the meeting at their current location. Director Holt seconded the motion. All in Favor, Motion Carried.

DIRECTORS COMMENTS

Director Holt stated that she appreciates the comments and feels the public should be talked to more often.

Linda Sutter started to speak and was told by Director Wier that comments from the public was closed.

CLOSING COMMENTS

Meeting adjourned at 6:00 pm.

Park & Rec Fairgrounds District President

District Secretary

DEL NORTE COUNTY FAIR, 41ST DAA
Recreational & Park District
BALANCE SHEET
January-19

	<u>2019</u>	<u>2018</u>
ASSETS		
ASSETS		
Cash - Central Coast CU Checking Members	488,753	359,988
Cash - Central Coast CU Savings	50	50
Cash - County of Del Norte	1,136,654	0
Accounts Receivable	0	0
TOTAL ASSETS	<u>1,625,456</u>	<u>360,038</u>
LIABILITIES & EQUITY		
LIABILITIES		
Accounts Payable	0	25
Designated Reserve - Co. of Del Norte	750,851	0
Fund Balance Available - Co of Del Norte	385,803	0
TOTAL LIABILITIES	<u>1,136,654</u>	<u>25</u>
EQUITY		
Net Resources - Rec & Park District	500,438	310,831
Net Income/Loss	(11,635)	49,181
TOTAL EQUITY	<u>488,803</u>	<u>360,013</u>
TOTAL LIABILITIES & EQUITY	<u>1,625,456</u>	<u>360,038</u>

Del Norte Fairgrounds Trust
Balance Sheet
December 31, 2018

Unaudited

ASSETS

638 010 00000	Cash Del Norte Fairgrounds	1,136,653.72
	Total Assets	<u>1,136,653.72</u>

LIABILITIES AND FUND EQUITY

638 010 07100	Fund Balance Available	385,802.78
638 010 07110	Designated Reserve	750,850.94
	Total Liabilities and Fund Equity	<u>1,136,653.72</u>

Trial Balance
(1/1/2019 - 1/31/2019)

Del Norte
Renee

Friday, February 22, 2019 1:55:42PM

Page 1

Unit Of Measure: \$

Account	Beginning Balance	Debit	Credit	Net Activity	Ending Balance
11900-00-900-A Cash - Rec & Park Dist CCU Checking #S51	488,752.54			0.00	488,752.54
11910-00-900-A Cash - Rec & Park Dist CCU Savings #S50	50.00			0.00	50.00
15000-00-901-A Cash - County of Del Norte	1,136,653.72			0.00	1,136,653.72
22800-00-901-A Designated Reserve - County of Del Norte	750,850.94			0.00	750,850.94
25900-00-901-A Fund Balance Avail - County of Del Norte	385,802.78			0.00	385,802.78
29300-00-900-A Net Resources - Rec & Park District	500,437.81			0.00	500,437.81
60000-11-900-A Insurance Fees - Rec & Park District	41.92			0.00	41.92
65000-11-900-A Other Expenses - Rec & Park District	7,367.50			0.00	7,367.50
69000-11-900-A Professional Service-Rec & Park District	4,309.69			0.00	4,309.69
\$ Grand Totals	0.00			0.00	0.00

5. OLD BUSINESS: Board Directors Consideration/Action on the following agenda items.

a. None

5. NEW BUSINESS: Board Directors Consideration/Action on the following items.

- a. Discussion and possible action regarding the transfer of the allocation to the 41stDAA as approved in the 2018/2019 budget.
- b. Discussion and possible action regarding naming directors to the Finance Committee.
- c. Discussion and possible action regarding renewing Susan Brown's contract for the 2019 year.
- d. Discussion and possible action regarding transferring the available fund balance from the County to the Coast Central Credit Union Account.
- e. Discussion and possible action regarding hiring an outside company to the minutes and agenda for the Rec and Parks meetings.
- f. Discussion and possible action regarding hiring a local CPA firm to handle the Rec and Parks account.
- g. Discussion and possible action regarding hiring an IT person to build the Rec and Parks own website that would link to the 41st DAA website.

- a. The transfer of the allocation to the 41st DAA as approved in the 2018/2019 budget.
 - a. I have attached the work flow chart for 2019. Based on last year's expenditures in the budget sections that have been designated for the use of the tax funds, we have estimated what the 41st DAA would need each month. The work flow chart is spread out into an allocation from the Special District 3 times per year. Each month, the work flow chart will be updated and a copy of the expenditures in those categories will be provided to the board.
- b. Naming Directors for the finance Committee.
 - a. A finance committee would be the 2 individuals that would sign the checks and transfers from the fund balance to the Coast Central Credit Union. These individuals would also work with Coast Central Credit Union regarding the bank accounts. Finally, they would work with the CEO of the 41st DAA regarding the allocation needs for the fairgrounds prior to bringing it to the board.
- c. Renaming Susan Brown's contract for the 2019 year.
 - a. Attached is Susan's 2018 contract. This year it is our hope that she would be contracted to finish the Strategic Plan by updating the existing Master Plan and priority list. She would also provide the board guidance in future plans for the grounds and oversee the Committees.
- d. Transferring the available fund balance from the County to the Coast Central Credit Union.
 - a. The current balance as of December 31, 2018 was \$385,802.78 available to transfer to either to your savings account or checking account at Coast Central Credit Union.
- e. Hiring an outside company to do the minutes and agenda for the Rec and Parks meetings.
 - a. Currently the Fair staff is doing the minutes and agendas for the Rec and Parks. CDFA has encouraged the 41st DAA to separate some of these duties from the Rec and Parks because the fair staff is not employed by the Rec and Parks. Currently it is being done on a volunteer basis. My recommendation is to contract out with a local secretarial service to help with these duties.
- f. Hiring a local CPA firm to handle the Rec and Parks accounts.
 - a. Currently CFSA has been handling the Rec and Parks account. During the recent Professional audit it was brought to our attention that the Rec and Parks account is not a stand-alone account but much like the Junior Livestock Account where it is attached to the 41st DAA account. The recommendation from CDFA is to separate the 2 accounts so that there is not confusion. Also, if a local CPA was used, the financials would be housed with that firm and not at the Fairgrounds. The County would hold their records and the CPA would hold the rest. They would cut the checks and have them as well as the financials available at the future meetings. I am still researching how much CFSA will charge for the Rec and Parks to be separated from the 41st DAA.

- g. Hiring an IT person to build the Rec and Parks own website that would link to the 41st DAA website.

 - a. Under the recommendation from CDFA it was advised that Rec and Parks create their own website where there information could be placed. It would have a quick access link from the 41st DAA website. This person would be responsible for placing all the agendas and materials on the website as well as controlling future social media platforms if they are created. Finally, with the website, Rec and Parks emails would be created for each board member so the community had an easier way to reach board directors.

Rural Approaches

Effective and Practical Planning for Community Development

Strategic Planning ~ Community Assessments ~ Grant Development

Feasibility Studies ~ Project Management ~ Facilitation

541-404-3414 PO Box 970, Gold Beach, OR 97444

SusanBrown@ruralapproaches.com www.ruralapproaches.com



WORK FOR HIRE AGREEMENT

This Work for Hire Agreement (this "Agreement") is made effective as of June 7, 2018 by and between Del Norte County Fairgrounds, of 421 US-101, Crescent City, CA 95531, and Rural Approaches, of PO Box 970, Gold Beach, Oregon 97444. In this Agreement, the party who is contracting to receive the services shall be referred to as "Contractor", and the party who will be providing the services shall be referred to as "Consultant".

1. DESCRIPTION OF SERVICES. Beginning on June 7, 2018, Consultant will provide the following services (collectively, the "Services"): As described below:

- a. Attend Strategic Planning Committee meetings as requested
- b. Facilitate Committee discussions
- c. Document Committee discussions
- d. Produce reports of Committee discussions

2. PAYMENT FOR SERVICES. Contractor will pay compensation to Consultant for the Services based on \$60.00 per hour. Consultant will submit an invoice for payment at the beginning of each month. Contractor will submit payment for services within 20 days of receipt of invoices.

3. TERM/TERMINATION. This Agreement terminates upon completion of the work, but no later than 12/31/18 unless a written work extension is received.

4. RELATIONSHIP OF PARTIES. It is understood by the parties that Consultant is an independent contractor with respect to Contractor, and not an employee of Contractor. Contractor will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Consultant.

5. WORK PRODUCT OWNERSHIP. Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part by Consultant in connection with the Services shall be the property of Contractor.

6. CONFIDENTIALITY. Consultant will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Consultant, or divulge, disclose, or communicate in any manner any information that is proprietary to Contractor. Consultant will protect such information and

treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement.

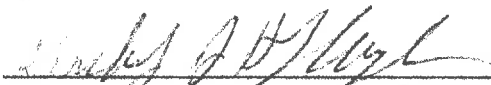
7. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

8. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of California.

PARTY CONTRACTING SERVICES:

Del Norte County Fairgrounds

By: 

Kimberly Floyd
Name

CEO
Title

SERVICE PROVIDER:

Rural Approaches

By:  6-7-18

Susan R Brown

Principal Consultant

They will be on the Flexnet contract, since they will have their own company. It will be approximately...

The following charges will apply:

User charge - \$10/user

Module charges as follows:

GL - \$25

BR - \$15

AP - \$25

AR - \$25

Timeshare charge - \$65.00/Month

So, for one user, the monthly cost will be \$165.00 per month. If there is no user and we do the accounting then there would not be a flexnet billing.

Thanks and let me know if you have any questions or concerns.

Renee U Yi

Accountant Administrator

California Fair Services Authority