

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT

Mailing Address: P. O. Box 402, Crescent City, CA, 95531

FINANCE COMMITTEE

MEETING AGENDA

Tuesday, September 4, 2019 at 11:00 a.m.

Meeting Location: Del Norte Fairgrounds Board Room, 421 Highway 101 North, Crescent City, CA *

Finance Committee Members

Rich Wier - Director

Robyn Holt - Director

1. **11:00 a.m. Call the meeting to order and take roll.**
 - **COMMENT PERIOD:** Members of the public may address the Finance Committee on matters that are within the authority and jurisdiction of the Committee. If you are addressing the Committee regarding a matter listed on the agenda, you may be asked to hold your comments until the Committee takes up that matter. For matters not on the agenda, The Committee cannot comment or otherwise consider a Public Comment matter until such items have been properly noticed for a future meeting agenda.
2. **Consent Agenda:** (Discussion/Action by the 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 Minutes from the Finance Committee Meeting of June 13, 2019.
3. **Discussion of possible amendments to the Financial and Accounting Policies and Procedures document of the Del Norte County Fairgrounds Recreation and Park District, dated November 17, 2015.** At the special meeting of the DNCFRPD on August 29, 2019, the Board requested that the Finance Committee prepare at outline of the items within the FAPP document that warrant updating or revision, as well as consideration of inclusion of wording that would reflect Recommendations R1 and R2 of the 2019 Grand Jury Report.
4. **Current Fiscal Year Budget Review** – Review the current fiscal year budget, July 1, 2019 to June 30, 2020.
5. **Discussion of Strategic Planning and development of a goals timeline for completion of the components of the Strategic Planning as they relate to the remaining life of the collection of Measure F Sales Tax Funds, as well as other projects that will require funding during that same timeframe.**
6. **Discuss development of a budget strategy as it relates to the use of the remaining Measure F funds following the end of collection of the Sales Tax Funds in order to maximize those funds to the greatest extent possible for as long as possible, in conjunction with the implementation of the Strategic Plan components that are intended to lead ultimately to self-sufficiency of the 41stDAA.**
7. **Adjournment:** Adjourn the Committee meeting. A date for the next meeting of the Finance Committee, to be held in the Del Norte Fairgrounds Board Room, has not yet been set.

** Pursuant to the Americans with Disabilities Act, anyone requiring reasonable accommodation to attend or participate in any Board of Directors meeting should contact the District one (1) week in advance whenever possible. At the present time, such requests to the District may be made by leaving a message at the Del Norte Fairgrounds office at (707)464-9556 and the message will be forwarded to the District.*

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT

Mailing Address: P. O. Box 402, Crescent City, CA, 95531

FINANCE COMMITTEE

MINUTES

Thursday, June 13, 2019 at 2:00 p.m. *

Meeting Location: In the Floral Building at the Del Norte Fairgrounds,
421 Highway 101 North, Crescent City, CA

Finance Committee Members

Rich Wier - Director

Robyn Holt - Director

Present: Rich Wier, Director
Robyn Holt, Director

Absent: None

Others Present: Wilma Madden, Administrative Assistant

1. 2:00 p.m. Call the meeting to order and take roll.

- **COMMENT PERIOD:** Members of the public may address the Finance Committee on matters that are within the authority and jurisdiction of the Committee. If you are addressing the Committee regarding a matter listed on the agenda, you may be asked to hold your comments until the Committee takes up that matter. For matters not on the agenda, The Committee cannot comment or otherwise consider a Public Comment matter until such items have been properly noticed for a future meeting agenda.

The meeting was called to order at 2:00p.m. Silent roll call was taken. There were no comments from the public.

- 2. Consent Agenda:** (Discussion/Action by the 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 Minutes from the Finance Committee Meeting of June 4, 2019.

On a motion by Director Holt, and seconded by Director Wier, the Consent Agenda was unanimously approved.

- 3. Current Fiscal Year Budget Review** – Review the current fiscal year budget, July 1, 2018 to June 30, 2019, with regard to actual expenditures to date during this fiscal year in order to identify any potential budget issues, which may or may not require any revisions necessary to keep the budget balanced. If any budget revision appears necessary, the Committee will make such a recommendation to the Board of Directors at their next regular meeting. Whether or not such a revision is necessary, the Committee will make a report to the Board of Directors on the status of the current fiscal year budget during the Committee Report section of the next regular meeting of the Board of Directors on June 25, 2019.

The Directors discussed the pending deduction of \$15,802 in sales tax revenue as noted in the letter dated May 30, 2019 from the California Department of Tax and Fee Administration and

reviewed the subsequently received supporting documentation for the amended sales tax revenue for the second quarter of 2017. The Directors also discussed concerns related to how to make sure that it is reflected properly in the Department's estimated Administration costs (separate letter dated June 1, 2019) since those estimates are based on data from two years prior to the current fiscal year.

- 4. Preparation of Preliminary Budget for Upcoming Fiscal Year of July 1, 2019 to June 30, 2020.** The Preliminary Budget must be adopted by the District's Board of Directors during a duly noticed public hearing on or before July 1 each year. The next regular meeting of the District's Board of Directors is scheduled for June 25, 2019. Subsequently, a Final Budget must be adopted by the District's Board of Directors during a duly noticed public hearing on or before August 30 each year. A date for adoption of the final budget has not yet been established.

The Directors reviewed the Preliminary Budget. After discussion of the proposed Preliminary Budget, the Directors agreed to recommend that the \$250,000 allocation to the 41st DAA should be made on a quarterly basis. The Directors also recommended the minutes be included in the Finance Committee report on the next Board of Directors meeting agenda. The Budget Hearing for the adoption of the Preliminary Budget will be held on June 25, 2019.

- 5. Adjournment:** Adjourn the Committee meeting. A date for the next meeting of the Finance Committee, to be held in the Del Norte Fairgrounds Board Room, has not yet been set.

The meeting adjourned at 2:55p.m.

Rich Wier, Director

Robyn Holt, Director

Del Norte County Fairgrounds Recreation and Park District – Finance Committee

*NOTE: This meeting was originally scheduled for June 11, but was postponed until June 13, 2019.