

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT

MINUTES

SPECIAL MEETING

Tuesday, April 23, 2019 at 10:30 a.m.

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

BOARD OF DIRECTORS

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

Present: Steven Westbrook – President
Sabina Renner – Secretary
Robyn Holt – Director

Absent: Doug Wakefield – Vice President
Rich Wier – Director

Others Present: Wilma Madden, DNCFRPD Administration
Kim Floyd, CEO, 41st District Agricultural Association

1. Call the meeting to order and take roll. The meeting was called to order at 10:55am and silent roll call was taken.

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

No public comments were received.

- 2. Consent Agenda:** (Discussion/Action by the 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. Approve expenditures processed for payment since the prior meeting.
 - b. Approve Minutes from Special Meeting of March, 12, 2019.
 - c. Approve Financial Statements received since the prior meeting.

No comments were received from the public on the Consent Agenda. On a motion by Director Renner and seconded by Director Holt, the Del Norte County Fairgrounds Recreation and Park District Board of Directors approved the Consent Agenda as presented and was passed on a polled vote of 3 ayes, 0 noes, and two absent.

3. New Business:

- a. Discussion and consideration of adoption of **Resolution 2019-01** entitled A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARKS DISTRICT SETTING THE DATE, TIME AND LOCATION FOR REGULAR MEETINGS. Take action as necessary and appropriate.

There were no comments from the public on this item. The Board of Directors tabled this item until the next meeting to allow all members to be present to discuss and act upon the proposed Resolution.

- b. Review the **Financial and Accounting Policies and Procedures** document of the Del Norte County Fairgrounds Recreation and Parks District, dated November 17, 2015, for possible amendments to the document. Give direction to staff on possible amendments and return the amended document to the Board for further review and adoption at a future meeting. Take action as necessary and appropriate.

President Westbrook explained that it seemed time to review for possible revision of this four year old policy. He then recommended the members review and suggest changes and that this item return on next agenda for further discussion and possible action. There was no comment from the public and no action was taken at this time.

- c. Review and discuss the Performance Audit of the 41st District Agricultural Association – Del Norte County Fair, performed by the California Department of Food and Agriculture, Audit Department, for the period of January 1, 2017 through December 31, 2018, Management Report #19-007. Take action as necessary an appropriate.

President Westbrook reviewed the financial information in the report. Ms. Floyd stated the report was received by 41st DAA as a hard copy, not electronically, to respond to, so there was no editing done to the report by Fair staff. She explained the confusion the former CEO had with regard to his personal time cards and the floating holidays he was due, but did not take, and that there was a need to have the Board sign his time cards. Ms. Floyd also spoke about vehicle logs and indicated that vehicles are not used for personal use. She added that any future alcohol purchases will be handled through the non-profit. No action needed or taken.

- d. Discussion and consideration of establishing a Post Office Box at the U.S. Post Office branch at Second and H Streets for the receipt of the District's mail. A copy of the application and fee schedule are included in the agenda. If approved, designate which size box should be applied for, the rental term, and authorize the President, or specified designee, to sign the application on behalf of the District. Take action as necessary and appropriate.

Director Renner moved to get a size 1 box, on a yearly basis, and that Ms. Madden be authorized to make and sign the application on behalf of the District. Director Holt seconded the motion which carried on a polled vote of 3ayes, 0 noes, and two absent. There were no comments from the public.

4. Old Business:

- a. Receive a verbal report from Wilma Madden on the status of the creation of a separate website for the District by Kurt of Digi-gardin. Provide input to staff on what items the Board members envision being included on the website for public access. Take action as necessary and appropriate.

Ms. Madden made her verbal report on the website work to date with Kurt of Digi-gardin. The Board of Directors gave direction to Ms. Madden to proceed with Kurt of Digi-gardin on the website development. There were no comments from the public.

5. Committee Reports:

- a. **Finance Committee** – Discussion and consideration of scheduling a meeting of the Finance Committee. Determine date, time, and location of the meeting. Take action as necessary and appropriate.

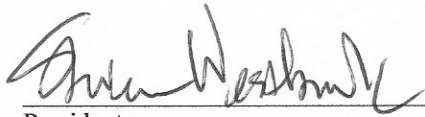
Discussion held about setting future meeting dates. The Board of Directors chose to postpone setting a specific date until all members were present for discussion and that Director Wier be present. This item was tabled until next meeting. No comment from the public.

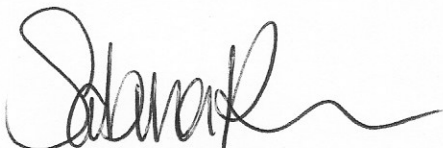
6. **Board Comments:** Members of the Board of Directors may comment on District business, request clarification, information or that items be included in future agendas. No action will be taken, but direction may be given to staff and items scheduled for future agendas.

There were no comments from the Board of Directors.

7. **Adjournment:** Adjourn to the next Special Session meeting on Tuesday, May 28, 2019 at 10:30 a.m. at the Del Norte Fairgrounds Board Room.

On a motion by Director Holt, and seconded by Director Renner, the Del Norte County Fairgrounds Recreation and Parks District approved adjournment to Tuesday, May 28, 2019 at 10:30 a.m. by a polled vote of 3 ayes, 0 noes, with 2 absent. Meeting adjourned at 11:27 a.m.



President

Secretary

Del Norte County Fairgrounds Recreation & Parks District