

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT

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

MINUTES

REGULAR MEETING

Thursday, February 27, 2020 at 6:30 p.m.**

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

BOARD OF DIRECTORS

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

Present: Robyn Holt, President
Steven Westbrook, Vice President
Doug Wakefield, Director
Rich Wier, Director

Absent: Sabina Renner, Secretary

Others Present: Wilma Madden, Administrative Assistant, DNCFRPD
Kim Floyd, CEO 41st DAA
Kara Miller, 41st DAA
Kim Haban, 41st DAA
Rich Taylor, 41st DAA
John Pritchett, 41st DAA
Susan Brown, Rural Approaches
George Williamson, Del Norte LAFCo
Blake Inscore, City Council

1. 6:30 p.m. Call the meeting to order and take roll.

The meeting was call to order at 6:38 and Ms. Madden took the roll.

- 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.

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 a Board Member requests separate action on a specific item.

- a. Approve Expenditures processed for payment since the meeting of January 30, 2020.
- b. Approve Minutes from the Special Meeting of January 30, 2020.
- c. Approve Financial Statements received from CFSA for the month of January, 2020.
- d. Approve Financial Statements received from the County of Del Norte for the month of January, 2020.

No items were pulled from the Consent Agenda. Director Wier moved to approve the Consent Agenda as presented. Director Wakefield seconded the motion. The motion carried on a polled vote of 4 ayes, 0 noes, and 1 absent.

3. **New Business:**

- a. Receive a presentation by George Williamson, Executive Officer for the Del Norte Local Agency Formation Commission regarding the Municipal Service Review (MSR) of the Del Norte County Fairgrounds Recreation and Park District. The Del Norte Local Agency Formation Commission will be conducting their Municipal Service Review of the District at their meeting on March 23, 2020 at 4:00p.m. Mr. Williamson will provide copies of the MSR during his presentation to the Board of Directors. Take action as necessary and appropriate.
- b. Discussion and consideration of adoption of **Resolution 2020-01** 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.

a. *Mr. Williamson made his presentation. He reviewed LAFCo's purpose and the draft MSR. He added that this is one of the most important Municipal Service Reviews they are doing this year. Each county in California has a LAFCo, which were created by State legislation many years ago. Each are locally run. Most LAFCos have a 7 member board, but Del Norte is a 5 member board. The larger number of 7 is based on most LAFCOs including 2 special district representatives within the county. Special districts within Del Norte County provide the majority of services within Del Norte County. MSRs are intended to be objective reviews of each special district. Mr. Williamson explained that he provides services to LAFCo via a service contract. Director Westbrook asked how LAFCo is funded. Mr. Williamson responded the County pays half and the City pays half. In counties with special district representation, the participating special districts also contribute to the LAFCo budget. Mr. Inscore explained those with special district representation split the costs three-ways. The State does not provide any funding to any LAFCos. Mr. Williamson provided a history of LAFCo. He commented that it is unusual for a special district to have no property or equipment ownership. He added that he was pleased that the sales tax revenue has exceeded the projections made in 2014. Mr. Williamson offered his assistance in determining how the district goes forward after the collection of the sales tax ceases. Mr. Williamson commented he thought a plan needs to be in place for the remaining funds, with financial projections that shows a clear plan for use of the remaining funds. He wants to put together a 5 year financial projection in this MSR. President Holt indicated that they have a standing Finance Committee that could work with him. Mr. Williamson stated there would be no cost to the District for his assistance. Director Wakefield explained that the County does invest, and the trust account the sales tax is placed in is an interest bearing trust, and that Barbara Lopez at the County does handle that for the District. President Holt explained that they are about to release an Request for Proposals for a master plan and land use plan update, so a year from now, the position could be quite*

different. Mr. Inscore commented that this becomes a snapshot in time, but it can reflect that they are moving forward on processes. The next 5 year MSR would be done 3 years after the sunset of the tax collection. Mr. Williamson commented on how their MSRs in other jurisdictions have been useful in the Grand Jury reviews of districts. It is okay if the district's situation is different in a year from now. Mr. Williamson also commented that he has heard good things about what the Fairgrounds is doing and making progress. He indicated he has a template that he has used for others that he could work with the Finance Committee on. He added that he will work with Rich Wier and Robyn Holt as the Finance Committee. Mr. Williamson requested a short Finance Committee meeting in March before his Board meets again March 23. A Finance Committee meeting was tentatively scheduled for Wednesday, March 11, at 11:00am to work on the template. The Template will ultimately come back before the District Board before the MSR goes before LAFCo. Director Wier asked if they could invite someone else to attend the Finance Committee meeting. Mr. Williamson responded that he was fine with that, and that Kevin Hartwick is knowledgeable and the meeting is always open to the public. Mr. Inscore added that having money is not justification enough to continue a special district's existence. Director Westbrook commented that they have already had discussions about what to do with the remaining money after the tax collection ceases.

- b. There was no public comment on the Resolution. Director Westbrook moved to approve the adoption of Resolution 2020-01 as presented. Director Wier seconded the motion. The motion carried on a polled vote of 4 ayes, 0 noes, and 1 absent.*

4. Old Business:

- a. Discuss the progress of the development of the Request for Proposals (RFP) for the updates to the Master Plan and Land Use Plan for the 41st Agricultural District Association. No action is necessary or will be taken.

Ms. Brown offered to answer any additional questions. Director Wakefield stated that they appreciated Brown's work to date. There were no additional comments or questions.

5. Committee Reports:

- a. **Finance Committee** – Receive a report from the Finance Committee on any items of interest, including a report of discussions held at their meeting on February 24, 2020 at 10:00a.m. A date for the next meeting of the Finance Committee has been set for April 17, 2020 at 11:00a.m. and confirmed that a separate Finance committee meeting will take place March 11 at 11:00am with George Williamson. Take action as necessary and appropriate.

Director Wier commented the February 24 meeting was very good and included representatives from the 41st DAA as well as Kim Floyd and provided Fair financial information for their review. President Holt discussed the potential for an upcoming quarterly allocation request from the Fair. Director Wier and President Holt agreed it was a good dialog. No action taken or needed.

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.

President Holt state that she appreciated that it felt they were moving forward. Director Wakefield reported on going to the Fair conference in Reno. He commented that some Fairs handle

volunteers in different ways. Director Wakefield reported that a meeting with the State Fire Marshall was scary at first, but their discussions have made him more comfortable. A discussion was held regarding homeless population discussions that took place at the Reno conference Ms. Floyd added that the State Fire Marshall comes up here regularly to inspect the prison and plans to piggy back a visit to the Fairgrounds on that day so the Fairgrounds won't get charged a separate travel cost for his visit. Director Wier commented he had heard a rumor that a new security company is going to be opening in this area, which may be helpful for the Fairgrounds. Ms. Floyd commented on a meeting with Erik Apperson, County Sheriff, about security assistance using retired officers. Director Wakefield talked about the security discussion that took place in Reno. Ms. Floyd commented on those discussions also.

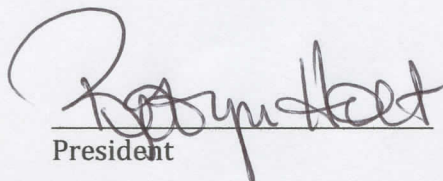
7. **Closed Session:** Pursuant to Government Code Section 54957.b, hold a Closed Session to discuss the Agreement for Services Contract for provision of Administrative Services.

The Board of Directors adjourned the regular session and entered closed Session at 7:36 p.m. The Board of Directors adjourned the Closed Session at 7:49 p.m. and reopened the Regular Session at 7:49 p.m.. President Holt announced that they took action in closed session to begin a search for a replacement provider of Administrative Services.

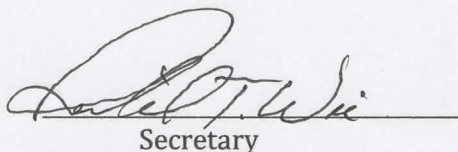
8. **Adjournment:** Adjourn to the next Regular Session meeting on March 26, 2020 at 6:30 p.m. at the Del Norte Fairgrounds Board Room.

The Regular Session was adjourned at 7:55 p.m., with the next meeting to be held March 26, 2020 at 6:30 p.m.

****NOTE:** The time of the Regular meeting was moved back from 5:00p.m. to 6:30p.m. to accommodate another use of the Board Room.



President



Secretary

Del Norte County Fairgrounds Recreation & Park District