

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT

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

MINUTES - EMERGENCY MEETING

Thursday, April 29, 2020 at 3:30 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
Steven Westbrook
Sabina Renner
Rich Wier
Doug Wakefield

Absent: Wilma Madden, Administrative Assistant

Others Present: Kim Floyd, CEO 41st DAA

1. 3:30 p.m. Call the meeting to order and take roll.

President Holt called the meeting to order at 4:15 p.m. and took 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 February 27, 2020 and Approve paying Susan Brown for April Invoice.
 - b. Approve Minutes from the Regular Meeting of February 27, 2020.
 - c. Approve Financial Statements received from CFSA for the month of February and March, 2020.
 - d. Approve Financial Statements received from the County of Del Norte for the month of February and March, 2020.

President Holt announced that Item 2b was being pulled from the agenda as the minutes of the Regular Meeting of February 27, 2020 were not available. There were no comments from the

public. It was moved and seconded to approve Consent Agenda Items 2a, 2c, and 2d as presented. The motion carried on a unanimous polled vote.

3. New Business:

- a. Discuss and take possible action for purchasing a computer for administration and possible Zoom membership.
- b. Discuss and take possible action regarding CSFA cutting checks for the district.

a. *Discussion was held regarding the purchase of a laptop by the District for use in performing all aspects of administrative services for the District. Director Wakefield made a motion to approve the District purchase a laptop for District use and business, not to exceed \$1,500.00. Director Westbrook seconded the motion, which carried unanimously by polled vote.*

b. *Discussion was held regarding whether or not to inquire if the CFSA would have the ability to issue checks for the District's payables, and if so, what the cost would be. This item was tabled by the Board and no action was taken.*

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. Floyd provided an update to the Board of Directors on the status of the RFP for updates to the Master Plan and Land Use Plan for the 41st DAA. No action needed or taken.

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 11:00am. Take action as necessary and appropriate.

Director Holt provided a status report on Finance Committee meetings held since the last regular Board of Directors meeting. There were no questions from the Directors, nor any comments 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 Members of the Board of Directors.

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 regular session and entered closed session. Following a discussion by the Board of Directors, they adjourned closed session and re-entered the regular session. President Holt announced the Board took action to direct District's legal counsel to prepare a contract for Administrative Services with Valerie Starkey, to be acted upon during a subsequent emergency session of the Board of Directors.

DNCFRPD Emergency Meeting Minutes – April 29, 2020

8. Adjournment: Adjourn to the next Regular Session meeting on May 28th 2020 at 6:30 p.m. at the Del Norte Fairgrounds Board Room.

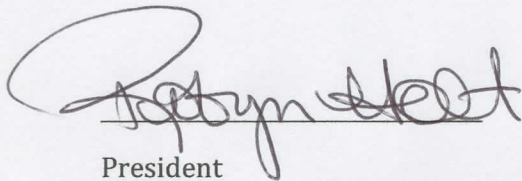
The meeting was adjourned at 5:30 p.m.

* <https://zoom.us/j/95643035032?pwd=T2NtaTVmSE50dWIUV0RleUdNeGZsQt09>

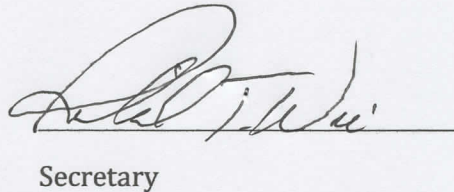
Joining info: Join hangouts meet meet.google.com/xjt-uunxe-tss

Join by Phone 1-405-673-1240 Pin 679383073

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.



President



Secretary

Del Norte County Fairgrounds Recreation & Park District