

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK
DISTRICT

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

AGENDA
REGULAR MEETING

Thursday, July 22, 2021 at 6:30 PM

Meeting Location: Del Norte Fairgrounds Board Room, 421 Highway 101 North,
Crescent City, CA 95531

BOARD OF DIRECTORS

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

1. 6:30 PM Call the meeting to order and take 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.

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 June 17, 2021.
- b. Approve Minutes from the Regular Meeting of June 17, 2021.
- c. Approve Financial Statements received from CFSA for the month of June, 2021
- d. Approve Financial Statements received from the County of Del Norte for the month of June 2021.

3. New Business:

- a. None

4. Old Business:

- a. Update regarding purchase and installation of generator.
- b. Update on process for filing grant opportunities to develop projects that are identified as priorities for the Economic Renovation of the Del Norte Fairgrounds.

5. Committee Reports:

- a. **Finance Committee** – Receive a report from the Finance Committee on any items that were discussed at their last meeting. A date for the next meeting of the Finance Committee has not yet been set. Take action as necessary and appropriate.

6. Board Comments:

- a. 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.

7. Adjournment:

- a. The next regular meeting is scheduled for Thursday, August 26, 2021 at 6:30 PM.

** 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

**MINUTES
SPECIAL MEETING**

Thursday, JUNE 17, 2021 at 6:30 PM

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

BOARD OF DIRECTORS

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

*Present: Doug Wakefield, President
Rich Wier, Director
Steven Westbrook, Director*

*Absent: Sabina Renner, Director
Robyn Holt, Vice President*

Others Present:

*Valerie Starkey, Administrative Assistant, DNCFRPD
Kimberly Floyd
Kim Haban
Kara Miller*

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

The meeting was called to order at 6:30 pm and Ms. Starkey 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 was no public comment

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 May 27, 2021.
 - b. Approve Minutes from the Regular Meeting of May 27, 2021.
 - c. Approve Financial Statements received from CFSA for the month of May, 2021
 - d. Approve Financial Statements received from the County of Del Norte for the month of May 2021.
 - e. Approve Finance Committee Minutes from Meeting of June 7, 2021.

No items were pulled from the Consent Agenda. Director Wier moved to approve the Consent Agenda as presented. Director Westbrook seconded the motion. The motion carried on 3 Ayes, 0 Noes, 2 Directors were absent.

3. New Business:

- a. Hold a Public Hearing on the Preliminary Budget for Fiscal Year 2020-2021. Following the public hearing, adopt the Preliminary Budget for Fiscal Year 2020-2021. Take action as necessary and appropriate.

Discussion about the preliminary budget and the anticipated June tax revenue. Director Westbrook stated he wanted the 41st to show this allocated amount in their budget in order to show it as income. Kim Floyd indicated they would not likely need the allocation, but in order to keep proper records, she would show the allocation in the 41st anticipated revenues.

Director Westbrook moved to approve the this item as presented. Director Wier seconded the motion. The motion carried on 3 Ayes, 0 Noes, 2 Directors were absent.

- b. Discuss and take possible action on authorizing parking lot improvements by striping, and marking handicap access and fire lanes before scheduled fair dates of August 5th.

Doug Wakefield stated he had been asking around to find prices for the parking lot improvements. He learned that Hemmingsen Contractors would make the repairs for a relatively low rate. The Board gave direction to have those repairs completed.

- c. Discuss and take possible action on re-authorizing an audit to be conducted by Donald Reynolds, CPA.

Valerie Starkey explained that Donald Reynolds had not completed last years audit and, when contacted, he suggested that another contract be initiated and signed. He will send the contract this week, once he gets authorization to complete the audit. By consensus, Board agreed to operate under the same contract as previously signed.

4. Old Business:

- a. Update regarding purchase and installation of generator. Update on purchase of pig tail for connecting generator.

Director Wier stated that Keith has obtained the wire but still needed another part in order to hook up the generator. However, the generator could light the office and the main building if needed now. This generator would not be used for the concerts for the upcoming 2021 Fair. The generator for these events will be borrowed from Renner Petroleum, per Kim Floyd. Kim has had signs made which read "Measure F dollars working for you" that will be

displayed at various locations during the Fair so that the public is aware of the projects the tax dollars are being spent on.

b. Update on process for filing grant opportunities to develop projects that are identified as priorities for the Economic Renovation of the Del Norte Fairgrounds.

The update on the grant opportunities were presented during the 41st DAA meeting and the Board stated they did not need a repeat of that information as all directors were in attendance.

5. Committee Reports:

a. **Finance Committee** – Receive a report from the Finance Committee on any items that were discussed at their last meeting on June 7, 2021. A date for the next meeting of the Finance Committee has not yet been set. Take action as necessary and appropriate.

(1) *Director Wier stated that the Finance Committee had met and compiled the draft budget that was presented to the Board under new business. There was no other discussion.*

6. Board Comments:

a. 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.

Director Wier asked that signs advertising the upcoming Fair be made and visible for the public prior to the 4th of July weekend as to attract tourists to come back for the Fair. Kim Floyd stated she had those ordered and would be placing the signs on the corner at the entrance to the Fair parking lot.

7. Adjournment:

a. The next regular meeting is scheduled for Thursday, July 22, 2021 at 6:30 PM.

The meeting was adjourned at 7:18 pm.

PRESIDENT

SECRETARY

Del Norte County Fairgrounds Recreation and Park District.

VALERIE STARKEY

INVOICE

707-490-9177

vstarkey@sonic.net

432 N. Pebble Beach
Crescent City, CA
95531

Attention:
DNCFRPD
Date: 6/30/2021

Description	Quantity	Unit Price	Cost
Agenda	2	\$ 25.00	\$ 50.00
Errands (signing checks, mail, etc)	3	\$ 25.00	\$ 75.00
Minutes	2	\$ 25.00	\$ 50.00
Office Duties	4	\$ 25.00	\$ 100.00
Budget Prep	5	\$ 25.00	\$ 125.00
			\$ 400.00
Zoom July			\$ 14.99
		Total	\$ 414.99

Sincerely yours,

Valerie Starkey

Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Jun 20, 2021
Invoice #: INV92578678
Payment Terms: Due Upon Receipt
Due Date: Jun 20, 2021
Account Number: 57416821
Currency: USD
Account Information: Valerie Starkey

Federal Employer ID Number: 61-1648780

Sold To Address: 3795 Lake Earl Dr,
CRESCENT CITY, California 95531
United States

Purchase Order Number:

VSTARKEY@SONIC.NET

Tax Exempt Certificate ID:

[Zoom W-9](#)

Bill To Address: 3795 Lake Earl Dr,
CRESCENT CITY, California 95531
United States

VSTARKEY@SONIC.NET

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & OTHER CHARGES	TOTAL
Charge Name: Standard Pro Monthly Quantity: 1 Unit Price: \$14.99	Jun 20, 2021-Jul 19, 2021	\$14.99	\$0.00	\$14.99
		Subtotal		\$14.99
		Total (Including Tax)		\$14.99
		Invoice Balance		\$0.00

Taxes, Fees & Other Charge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR OTHER CHARGE AMOUNT
			Total Tax	\$0.00



INVOICE STATEMENT

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

Statement Period: 6/30/2021 - 7/13/2021

Amount Due: \$259.04

Remit Payment By: 7/31/2021

Del Norte Co. Recreation & Park District
 PO Box 402
 Crescent City, CA 95531

Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Balance
6/30/2021	058852 Sam	06/2021 Accounting Sam Hours - AccountNet Non-Covered Services	42.50 42.50	42.50
7/1/2021	058749 LI	2021 True Up Liability monthly General Liability Insurance	202.00 202.00	202.00
7/1/2021	058811 WC	2021 True Up WC monthly Workers' Compensation Ins.	14.54 14.54	14.54
Totals for DN Parks District - Del Norte Co. Recreation & Park District			259.04	259.04

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

Credit	Current	Over 30	Over 60	Over 90
0.00	259.04	0.00	0.00	0.00

Rural Approaches

Effective and Practical Planning for Community Development

PO Box 970, Gold Beach, OR 97444

Phone: 541-404-3417

www.ruralapproaches.com

Invoice

Date: 07/06/21

Invoice #: 1130

Customer ID: DNCF001

**To: DNCF Rec & Parks District
 PO Box 402
 Crescent City, Ca. 95531
 (707) 464-9556**

Job	Payment Terms	Due Date
Del Norte Fairgrounds		7/30/21

Date	Description	Time hrs	Total
6/2/2021	Pre-application preparation for Economic Committee Meeting	1.00	65.00
6/3/2021	Attend Economic Renovation Committee Meeting	1.50	97.50
6/7/2021	SAM Registration DAA	1.00	65.00
6/8/2021	SAM Registration DAA and Coastal Concervancy pre-app	2.00	130.00
6/9/2021	SAM Registration DAA	1.00	65.00
6/9/2021	Coastal Concervancy Pre-application	2.00	130.00
6/10/2021	Shuttered Venue Operators Grant pre-application	1.00	65.00
6/12/2021	Financial breakdown Shuttered Venue Grant	2.00	130.00
6/16/2021	Shuttered Venue Operators Grant Attachments preparation	2.00	130.00
6/16/2021	RV Park Expansion Map	1.00	65.00
6/17/2021	Shuttered Venue Operators Grant pre-application	1.00	65.00
6/18/2021	Shuttered Venue Operators Grant pre-application	2.00	130.00

Make all checks payable to 'Rural Approaches'
Thank you for your business!

Subtotal	\$1,137.50
Rate	
Total	\$1,137.50

AUDITOR OF DEL NORTE COUNTY
THE TREASURER OF DEL NORTE COUNTY, CRESCENT CITY, CA. HAS RECEIVED OF
AUDITOR-CONTROLLER.

Department: AUDITOR-CONTROLLER
By: ST CKS

Authorization No: 83108
Date: 6/28/2021

Cash: 0.00 **Check:** 814,931.62 **TOTAL:** 814,931.62

ACCOUNT	DEBIT	CREDIT	DESCRIPTION
427-010-00000	13,597.09	0.00	Cash - Children & Family Comm
638-010-00000	89,470.03	0.00	Cash - Del Norte Fairgrounds
803-010-00000	555,432.50	0.00	Cash - Unified General
805-010-00000	45,552.00	0.00	Cash - County School Service
824-010-00000	110,880.00	0.00	Cash - Uncharted Shores Pass Thru
427-428-90620	0.00	13,597.09	Prop 10
638-010-07100	0.00	62,629.02	Fairgrounds S/T
638-010-07110	0.00	26,841.01	Fairgrounds S/T
805-010-07100	0.00	7,816.00	Title V Part B
803-010-07100	0.00	68,412.00	Title V Part B
824-010-07100	0.00	4,840.00	Title V Part B
824-010-07100	0.00	47,665.00	19/20 8th Apportionment
805-010-07100	0.00	26,371.00	Title I Part A
803-010-07100	0.00	309,034.00	Title I Part A
824-010-07100	0.00	58,337.00	Title I Part A
805-010-07100	0.00	11,365.00	ESSER I
803-010-07100	0.00	163,874.00	ESSER I
824-010-07100	0.00	38.00	ESSER I
803-010-07100	0.00	14,112.50	Workability Discrtict 19/20
TOTAL:	814,931.62	814,931.62	

BARBARA LOPEZ, TREASURER

CLINTON SCHAAD, AUDITOR

BY:  _____
 DEPUTY

BY:  _____
 DEPUTY

CONTROLLER OF CALIFORNIA
P.O. BOX 942850, SACRAMENTO, CALIFORNIA 94250

THIS REMITTANCE ADVICE IS FOR INFORMATION PURPOSE ONLY. THE WARRANT COVERING THE AMOUNT SHOWN WILL BE MAILED DIRECTLY TO THE PAYEE.

DEL NORTE COUNTY AUDITOR
CLINTON SCHAAD
981 H ST FRNT 140
CRESCENT CITY CA
955313415

WARRANT NUMBER 68658435 ISSUE DATE 06/24/2021
TOTAL REMITTED 89,470.03
PAYEE DEL NORTE CNTY FAIRGROUNDS PAYEE I. D. 388
FUND NAME RETAIL SALES TAX

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
STATEMENT OF DISTRICT TAX DISTRIBUTION
DATE: 6/18/2021 FOR THE PERIODS SHOWN BELOW

JURIS CODE: 388

PAYEE: DEL NORTE CNTY FAIRGROUNDS
COUNTY AUDITOR-CONTROLLER

CURRENT DISTRIBUTIONS APR 2021	22,670.03
CURRENT ADVANCE APR 2021	66,800.00
PRIOR CREDITS	0.00

BALANCE APR 2021	89,470.03
TOTAL PAYMENT	89,470.03

TOTAL DUE BREAKDOWN BY PERIOD:

DISTRIBUTION PRIOR TO 4TH QUARTER 2020	1,842.87
DISTRIBUTION 4TH QUARTER 2020	771.48
DISTRIBUTION 1ST QUARTER 2021	10,234.25
DISTRIBUTION 2ND QUARTER 2021	9,821.43
DISTRIBUTION 3RD QUARTER 2021	0.00
TOTAL CURRENT DISTRIBUTIONS (AS ABOVE)	22,670.03

IF YOU HAVE ANY QUESTION PLEASE CONTACT CDTFA
LOCAL REVENUE BRANCH BY PHONE AT (916) 324-3000 OR MAIL:

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
LOCAL REVENUE BRANCH, MIC: 27
PO BOX 942879, SACRAMENTO, CA 94279-0027

Del Norte Fairgrounds Trust
Balance Sheet
June 30, 2021

Unaudited

ASSETS

638 010 00000	Cash Del Norte Fairgrounds	2,945,887.85
	Total Assets	<u>2,945,887.85</u>

LIABILITIES AND FUND EQUITY

638 010 07100	Fund Balance Available	1,597,888.65
638 010 07110	Designated Reserve	1,347,999.20
	Total Liabilities and Fund Equity	<u>2,945,887.85</u>

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 Include Balances and Net Changes [Yes]
 Include Posting Seq. and Batch-Entry [Yes]
 Include Trans. Optional Fields [No]
 From Year - Period [2021 - 12] To [2021 - 12]
 Sort By [Fund]
 Sort Transactions By Date [No]
 From Fund [638] To [638]
 From Account Group [] To [ZZZZZZZZZZZZ]
 Last Year Closed 2021
 Last Posting Sequence 24942
 Use Rolled Up Amounts [No]
 Date Doc. Date

Account Number/Year/Prd.	Source	Doc. Date	Description/Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
638-010-00000			Cash - Del Norte Fairgrounds						2,856,417.82
2021									
12	GL-CR	6/28/2021	DEPOSIT	24930	27015-1	89,470.03		89,470.03	2,945,887.85
			Net Change and Ending Balance for Fiscal Period 12:						
			Totals: Cash - Del Norte Fairgrounds 2021			89,470.03	0.00	89,470.03	2,945,887.85
			Fund Balance Available						-1,535,259.63
638-010-07100									
2021									
12	GL-CR	6/28/2021	Auth No: 83108 Fairgrounds S/T	24930	27015-1		62,629.02		
			Net Change and Ending Balance for Fiscal Period 12:						
			Totals: Fund Balance Available 2021			0.00	62,629.02	-62,629.02	-1,597,888.65
			Designated Reserve						-1,321,158.19
638-010-07110									
2021									
12	GL-CR	6/28/2021	Auth No: 83108 Fairgrounds S/T	24930	27015-1		26,841.01		
			Net Change and Ending Balance for Fiscal Period 12:						
			Totals: Designated Reserve 2021			0.00	26,841.01	-26,841.01	-1,347,999.20
			Report Totals:			89,470.03	89,470.03	0.00	0.00