

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK
DISTRICT

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

FINANCE COMMITTEE MEETING

MINUTES

Monday, June 7, 2021 at 3 PM.

Meeting Location: 1090 3rd Street Crescent City, CA 95531

FINANCE COMMITTEE MEMBERS

Robyn Holt – Vice President
Rich Wier - Director

Present:

*Robyn Holt
Rich Wier
Kim Floyd
Valerie Starkey*

1. 3:00 p.m. Call the meeting to order and take roll.

Meeting was called to order at 3:01 pm.

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.

No public comment was made.

- 2. Current Fiscal Year Budget Review** – Review the current fiscal year budget, July 1, 2020 to June 30, 2021, 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 24, 2021.

Discussion regarding past years expenses and an explanation as to why the insurance was lower than normal. CAO Kim Floyd indicated that CFSA provided discounted fees for

services over the past year due to covid. Discussion regarding when the Measure F taxes will "sunset". Administrative Assistant Starkey to inquire in this information as well as to find out when the "restricted funds" will be available. Discussion regarding a lack of audit this year. Ms. Starkey noted she had emailed Donald Reynolds the signed contract but did not hear back from him. A second email was sent. Director Holt suggested a third email be sent and to carbon copy Sam Harrison and Renee Yu of CFSA.

Discussion regarding the spending of previous allocated monies from the Fair District to the 41st DAA. CAO Floyd stated that the "time" listed on the spreadsheet was sometimes money paid to electricians, etc. Director Holt asked for a more thorough breakdown of expenses. She indicated she does not want to pay salaries for the work done, as that was not the intension of the Fair District when the money was allocated. CAO Floyd stated she would contact CSFA to see if they had a better break down of the funds spent. Director Holt asked for specifics of 1. How much money was received? 2. What repairs or improvements have been done to date (and the costs associated)? 3. What still needs to be completed and the estimate costs associated?

Director Holt and Director Wier questioned the large phone bill and postage stamps bill of the 41st DAA budget spreadsheet. CAO Floyd stated that this was their current phone system without an upgrade and that postage had a huge increase this past year.

- 3. Preparation of Preliminary Budget for Upcoming Fiscal Year of July 1, 2021 to June 30, 2022.** 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 24, 2021. 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.

Discussion as to the estimated income that would be generated this year from Measure F taxes. Noted that the tax collection sunsets on March 31, 2022 and no additional funding would be collected beyond that point, meaning the fourth quarter of the next fiscal year will be without new income. As such, the amount of sales tax revenue has been adjusted. The Finance Committee estimated roughly \$27,000 in expenditures for the upcoming fiscal year. They felt allocating \$100,000 to the 41st over the next year would be appropriate once CAO Floyd can provide the information from above. It was stated that the 41st DAA would be able to come to the DNCFRPD to request more if necessary.

- 4. 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 4:19 pm.



ROBYN HOLT



RICHARD WIER

Del Norte County Fairgrounds Recreation and Park District.