

**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:

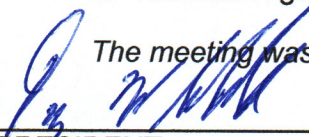
- a. Members of the Board of Directors may comment on District business, request clarification, information or that items be included in future agendas. No action will be taken, but direction may be given to staff and items scheduled for future agendas.

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.

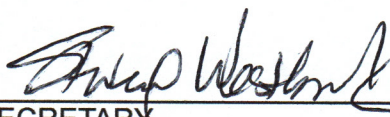
7. Adjournment:

- 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.