

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK
DISTRICT

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

MINUTES

SPECIAL MEETING

Thursday, August 19, 2021

Time: 5:30 pm

Meeting Location:

Del Norte Fairgrounds Board Room, 421 HWY 101 North, Crescent City, CA *

***The public is invited to attend/participate in the meeting via Zoom using the following:**

Join Zoom Meeting

<https://us06web.zoom.us/j/82874483290?pwd=VHArZmRrUnBzbCtvVytuM3JDRmQzZz09>

Meeting ID: 828 7448 3290

Passcode: 141519

Dial by your location

+1 669 900 6833 US (San Jose)

BOARD OF DIRECTORS

Doug Wakefield – President

Robyn Holt– Vice President

Sabina Renner – Secretary

Rich Wier - Director

Steven Westbrook - Director

1. 6:30 p.m. 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 July 22, 2021.
 - b. Approve Minutes from the Regular Meeting of July 22, 2021.
 - c. Approve Minutes from Special Meeting of August 2, 2021.
 - d. Approve Financial Statements received from CFSA for the month of July, 2021
 - e. Approve Financial Statements received from the County of Del Norte for the month of July 2021.

3. **New Business:**
 - a. Hold a Public Hearing on the Preliminary Budget for Fiscal Year 2021-2022. Following the Public Meeting, adopt the Preliminary Budget for the Fiscal Year 2021-2022. Take action as necessary and appropriate.
 - b. Discuss and take possible action on new monthly meeting times.

4. **Old Business:**
 - a. None

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 any meetings held since the last meeting of the Board of Directors.

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.

7. **Adjournment:** Adjourn to the next Regular Session meeting on September 23, 2021 at 6:30 p.m. at the Del Norte Fairgrounds Board Room.

**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

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

PRESENT:

Doug Wakefield
Robyn Holt
Sabina Renner
Rich Wier
Steven Westbrook

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.

Meeting called to order at 6:30 pm. Valerie 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 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.

No items were pulled from the Consent Agenda. Director Wier moved to approve the Consent Agenda as presented. Director Holt seconded the motion. The motion carried on 5 Ayes, 0 Noes.

3. **New Business:**

- a. None

4. **Old Business:**

- a. Update regarding purchase and installation of generator.

Discussed the plan for the fair would be to borrow a generator from Renner Petroleum. Sabina Renner stated that was acceptable but she asked that no one make alterations to the generator and for it to be returned in the condition it was lent.

- 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.

Susan Brown was not present to provide an update on the grant opportunities.

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.

There was no Finance Committee Meeting.

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.

CEO of the 41st DAA, Kimberly Floyd told the Board of Directors that Measure F signs had been made and would be placed throughout the Fair, notifying the public of the ways in which their tax dollars had been spent.

7. **Adjournment:**

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

DNCFRPD REGULAR MEETING MINUTES JULY 22, 2021

The next meeting for August 26, 2021 will be cancelled.

The Board of Directors have requested a special meeting be held on August 19, 2021 to coincide with the 41st DAA meeting. Further, they requested that since it is a special meeting that they wanted to have the meeting begin immediately following the conclusion of the 41st DAA's meeting. The Board of Directors then requested that an item be placed on the next agenda to change the time of the meetings.

The meeting was adjourned at 6:45 pm.

PRESIDENT

SECRETARY

Del Norte County Fairgrounds Recreation and Park District.

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT

JOINT MEETING

With the 41st District Agricultural Association Board of Directors

**MINUTES
SPECIAL MEETING
AUGUST 2, 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
Robyn Holt
Sabina Renner
Rich Wier
Steven Westbrook
Valerie Starkey, Administrative Assistant*

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

Meeting called to order at 6:30 pm. Valerie 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 one public comment expressing concern about continuing with the Fair.

2. New Business:

- a) Discuss and take possible action regarding covid protocol for upcoming Del Norte County Fair, which will occur between August 5 - August 8, 2021.

Discussion regarding what parameters the Fair District Board had in requiring the 41st DAA to make any adjustments to their protocol. After lengthy discussion it was determined that the State was the guiding force on this event and as long as the 41st DAA followed the State Guidelines, there was little the Fair District Board could impose. On a motion by Director Wier that an email is to be sent to the CEO of the 41st DAA making a recommendation that fairgoers be encouraged to wear masks in all spaces and frequently use hand sanitizer, noting this recommendation was for the wellbeing of the community. Director Westbrook seconded and the motion passed with 5 Ayes, 0 noes.

3. Adjournment:

a. The special meeting will adjourn and the next scheduled special meeting is on August 5th at 8:30 am.

The meeting was adjourned at 7:04 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: 7/31/2021

Description	Quantity	Unit Price	Cost
Agenda x 3	3	\$ 25.00	\$ 75.00
Errands (signing checks, mail, etc)	3	\$ 25.00	\$ 75.00
Minutes x2	4	\$ 25.00	\$ 100.00
Office Duties	4	\$ 25.00	\$ 100.00
Budget Prep	5	\$ 25.00	\$ 125.00
			\$ 475.00
Zoom July			\$ 14.99
		Total	\$ 489.99

Sincerely yours,

Valerie Starkey



INVOICE STATEMENT

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

Statement Period: 7/31/2021 - 8/11/2021

Amount Due: \$259.04

Remit Payment By: 8/30/2021

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

Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Balance
7/31/2021	059324 Sam	07/2021 AccountNet Sam Hours - AccountNet Non-Covered Services	42.50 42.50	42.50
8/1/2021	059049 WC	08/2021 True Up WC Workers' Compensation Ins.	14.54 14.54	14.54
8/1/2021	059115 LI	08/2021 True Up Liability General Liability Insurance	202.00 202.00	202.00
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



CALIFORNIA
FAIR SERVICES
 AUTHORITY

1776 TRIBUTE ROAD, SUITE 100 SACRAMENTO, CA 95815

059049

8/1/2021

\$14.54

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

08/2021 True Up WC

Terms: Due and payable upon receipt of invoice	
Description	Amount
Workers' Compensation Ins.	14.54
Total Invoice:	14.54



1776 TRIBUTE ROAD, SUITE 100 SACRAMENTO, CA 95815

059115

8/1/2021

\$202.00

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

08/2021 True Up Liability

Terms: Due and payable upon receipt of invoice	
Description	Amount
General Liability Insurance	202.00
Total Invoice:	202.00



CALIFORNIA
FAIR SERVICES
 AUTHORITY

1776 TRIBUTE ROAD, SUITE 100 SACRAMENTO, CA 95815

059324

7/31/2021

\$42.50

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

07/2021 AccountNet

Terms: Due and payable upon receipt of invoice	
Description	Amount
Sam Hours - AccountNet Non-Covered Services	42.50
Total Invoice:	42.50

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT		
FINAL BUDGET - AUGUST 2021		
	Year End Estimates	Budget
	2020-2021	2021-2022
Sales Tax Revenue	934,546.00	700,000.00
Interest Income	25,493.99	25,000.00
Total Revenues	\$ 960,039.99	\$ 725,000.00
Expenditures - see below for line item split	9,933.27	27,000.00
94500-00-900-A Other Operating Expenditures (41st DAA)	-	100,000.00
Total Expenditures	\$ 9,933.27	\$ 127,000.00
Beginning Cash	\$ 2,218,228.28	\$ 3,168,335.00
Net Revenues over Expenditures	\$ 950,106.72	\$ 598,000.00
Ending Cash	\$ 3,168,335.00	\$ 3,766,335.00
Current Reserve Funding - 30% of Revenue	\$ 288,012.00	217,500.00
Prior Year Reserves	\$ 1,067,633.00	\$ 1,347,999.00
Total Restricted Funds	\$ 1,355,645.00	\$ 1,565,499.00
Net Cash Available - Unrestricted	\$ 1,812,690.00	\$ 2,200,836.00
*Expenditures broken down by line item		
60000-11-900-A Insurance Fees	\$ 1,299.24	\$ 3,000.00
65000-11-900-A Other Expenses Rec & Park District	\$ -	-
69000-11-900-A Professional Services - Legal Expenses	\$ 225.50	\$ 2,000.00
69010-11-900-A Professional Services - Administration	\$ 7,550.81	\$ 15,000.00
69020-11-900-A Professional Services - Miscellaneous	\$ 134.00	\$ 1,000.00
69030-11-900-A Professional Service - Accounting/Audit	\$ 723.72	\$ 6,000.00
Total Expenditures	\$ 9,933.27	\$ 27,000.00

Jul	80,454			
Aug	64,094			
Sep	91,150		1Q int	9370
Oct	94,691			
Nov	63,666			
Dec	80,823		2Q int	5388
Jan	64,944			
Feb	82,824			
Mar	71,363		3Q int	5872
Apr	76,643			
May	74,424			
Jun	89,470		4Q int	4863
	934,546			25493