

**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

**PRESENT:**

*Doug Wakefield*

*Robyn Holt*

*Sabina Renner*

*Rich Wier*

*Steven Westbrook*

*Others Present:*

*Valerie Starkey, Administrative Assistant, DNCFRPD*

**1. 6:30 p.m. 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 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.

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

**New Business:**

- a. Hold a Public Hearing on the Final Budget for Fiscal Year 2021-2022. Following the Public Meeting, adopt the Final Budget for the Fiscal Year 2021-2022. Take action as necessary and appropriate.

*Discussion regarding the actual budget. Director Holt moved to approved the Final Budget and Director Wier seconded the motion. The motion carried on 5 Ayes, 0 Noes.*

- b. Discuss and take possible action on new monthly meeting times.

*Discussion by the Board about changing the time of the regular meetings to be immediately following the 41st DAA Board meetings. However, based on discussion, it was determined more information was needed before a change could be authorized. The matter was tabled until the next meeting.*

**3. 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.

*Director Wier congratulated Director Wakefield on receiving an award at the recent DN County Fair. He stated he wanted to discuss his concerns that this Board had grown distant from the 41st DAA. He indicated that initially both Boards worked together. He expressed concern that the 41st DAA was not showing up to the Fair District meetings and he was concerned about the number of meetings the 41st DAA had cancelled over the past year. He suggested both Boards participate in another Strategic Planning Workshop in order to reestablish the commitment each Board had to one another and to cover some of his concerns about the Fair Districts' Board's responsibility they have to the public.*

*Director Westbrook agreed with Director Wier about having a Strategic Planning Workshop. He also congratulated Director Wakefield on his recent award.*

*Director Renner acknowledged that there was a group who always were the ones to step up all the time and she was hoping to come up with ways to inspire the next generation. She agreed the Fair District needs to reconnect with the 41st District and felt that some sort of Policy Manual may help outline the expectations of each Board. She indicated a retreat or workshop could flesh out a lot of areas that need improvement.*

*Director Holt agreed with all of the above comments and felt a retreat would appropriately address some of the concerns. She suggestion looking into some of the previous plans and assess the progress of those ideas.*

*Director Wakefield also agreed with all of the comments and asked that administrative assistant Starkey notify the 41st DAA of the request to have a Strategic Planning Workshop and determine if they are interested in participating in a joint workshop.*

*The board made some suggestions as to the topics to be discussed and they included:*

*Create a Policy Manual*

*Create a strategic plan for the Fairgrounds*

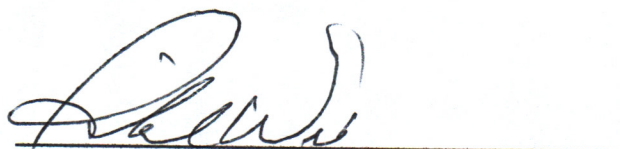
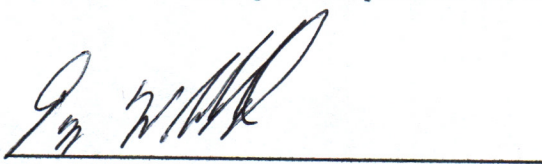
*Develop a specific strategy for the Arena*

*Consider annual performance reviews for staff*

*Reinstated the joint committee meetings with representatives from both Boards.*

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.

*The meeting was adjourned at 7:38 pm.*



DNCFRPD Special Meeting – August 19, 2021

PRESIDENT

SECRETARY

Del Norte County Fairgrounds Recreation and Park District.