

**DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK
DISTRICT**

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

**AGENDA
REGULAR MEETING**

Thursday, FEBRUARY 24, 2022 at 6:00 PM (or immediately following the 41st DAA meeting)

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
Stephen Westbrook - Director

1. 6:00 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 January 27, 2022.
- b. Approve Minutes from Meeting of January 27, 2022.
- c. Approve Financial Statements received from CFSA for the month of December, 2021
- d. Approve Financial Statements received from the County of Del Norte for the month of December 2021.

3. New Business:

- a. None.

4. Old Business:

- a. None.

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.
- b. **Public Relations Committee**—Receive a report from the Public Relations Committee on any items that were discussed at their last meeting on February 19, 2022. Take action as necessary and appropriate.
- c.

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, March 24, 2022 at 6:00 PM (Or immediately following the conclusion of the 41st DAA).

** 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

**AGENDA
REGULAR MEETING**

Thursday, JANUARY 27, 2022 at 5:30 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
Stephen Westbrook - Director

PRESENT:

*Doug Wakefield
Robyn Holt
Steven Westbrook*

ABSENT:

*Sabina Renner
Rich Wier*

Others Present:

*Valerie Starkey, Administrative Assistant, DNCFRPD
Richard Taylor, President of the 41st DAA Board of Directors*

1. 5:30 PM Call the meeting to order and take roll.

Meeting called to order at 5:30 pm. 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:

a. Approve minutes from the special meeting dated January 13, 2022.

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

3. New Business:

- a. **Discuss and take possible action on the MOU dated September 26, 2016 with regard to the expectations of the 41st DAA as they relate to financial assistance and distribution of funds.** Please see the attached MOU for reference.

41st DAA President Taylor showed the District a statement of operations where the 41st DAA expended \$274,474 of Parks and Recreation funding in 2021. The format of this statement was created by working with Director Westbrook, CEO Floyd, and State Accountants.

Discussion was had with regard to the expectations of the funding distributed from the Special District (from herein referred to as "District") to the 41st DAA. The District is asking that the 41st DAA comply with the orders of the MOU, which includes a quarterly report outlining the income provided by the District, the expenses for which that income was spent, and a balance of the funds. The District is wanting to see where the funding they have provided is being spent, and if that spending is specific to the projects that have been approved. President Wakefield stated the document could be very simple with three lines: Income, expenditures, balance.

For example, The District just issued a check to the 41st DAA for the purpose of installing poles. During the next quarter, the District would like to see the \$100,000 was received, the expenses the \$100,000.00 were spent on, and what balance is left of the \$100,000. Should the 41st DAA not use that entire amount on the pole installation, then the District would like the 41st DAA to return to their board with a report of where they would rather allocate that money. Upon Board approval, that allocation could be conducted. However, at the next quarterly report, the amounts and expenditures would need to be provided.

The District requested that this process be provided quarterly. In order to simplify the timeline, the meetings in which these reports will be received, should be April, July, October, and January, the following year.

The District is asking the 41st DAA to provide updates on the previous funding issued since 2019. This will include a \$250,000 check from June 2020 and any funding that occurred in 2019. Director Holt stated the request for the documentation is very similar to what is expected for any sort of grant funding.

President Taylor of the 41st DAA stated he would work with President Wakefield to come up with a simple format that could assist CEO Floyd with calculating the expenditures. He reported he understood the importance of demonstrating accountability of the funding, along with compliance of the MOU.

The District reiterated that any funding could not be used for salary of the CEO.

Separately, the District would like quarterly reports on the the overall revenue and expenses that occur for EVENTS ONLY. The reason the District wants to be apprised on the events which are popular and provide community involvement is so they can have an overall picture and the benefit of the events. However, this is separate from what is expected on the funding provided.

The District invites the 41st DAA to return and request the additional \$200k once they provide the information as required per the MOU.

- b. **Discuss and take possible action regarding DNCFRPD legal counsel.**
Accept resignation of Martha Rice.

Director Westbrook moved to approve the resignation of Attorney Martha Rice. Director Holt seconded the motion. The motion carried on 3 Ayes, 0 Noes, 2 Absent.

Board gave direction for Ms. Starkey to draft a letter for President Wakefield to sign, requesting the services of Robert Black as an interim attorney. Matter to be brought back to the Board should Mr. Black accept so a resolution can be approved. Should Mr. Black deny the request, the matter will be discussed further and additional direction given.

4. Old Business:

- a. Receive update regarding special meeting/workshop that was conducted on December 14, 2021.

The minutes from the workshop were provided. President Wakefield appointed Sabina Renner to the Public Relations Committee.

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 had been no Finance Committee meetings during the time period.

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.

There were no comments.

7. Adjournment:

- a. The next regular meeting is scheduled for Thursday, February 24, 2022 at 6:00 PM (Or immediately following the conclusion of the 41st DAA).

The meeting was adjourned at 6:25 pm.

PRESIDENT

SECRETARY

Del Norte County Fairgrounds Recreation and Park District.



CALIFORNIA
FAIR SERVICES
AUTHORITY

INVOICE STATEMENT

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

Statement Period: 1/31/2022 - 2/10/2022

Amount Due: \$604.43

Remit Payment By: 2/28/2022

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

Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Balance
1/1/2022	060882 wc lump deferred WCDiscount	2022 Estimated WC Lump Sum Workers' Compensation Ins. WC Lum Sum Discount	151.28 152.81 1.53-	151.28
1/1/2022	061023 LI LI	1/2022 Estimated Liability Monthly General Liability Insurance Auto liability	202.00 160.00 42.00	202.00
1/31/2022	061967 Sam	1/2022 AccountNet Sam Hours - AccountNet Non-Covered Services	47.50 47.50	47.50
2/1/2022	061400 LI LI	2/2022 Estimated Liability Monthly General Liability Insurance Auto liability	202.00 160.00 42.00	202.00
2/1/2022	061752 1096 1099 1099 1099E	Tax Forms 2021 1096 Forms 1099 Forms 1099 Forms (Copy B + instructions) 1099 Envelopes	1.65 0.25 0.10 0.40 0.90	1.65
Totals for DN Parks District - Del Norte Co. Recreation & Park District			604.43	604.43

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

Credit	Current	Over 30	Over 60	Over 90
0.00	251.15	353.28	0.00	0.00

VALERIE STARKEY

INVOICE

707-490-9177

vstarkey@sonic.net

432 N. Pebble Beach
Crescent City, CA
95531

Attention:
DNCFRPD
Date: 01/01/2022

Description	Quantity	Unit Price	Cost
Monthly duties: Agenda x 2, minutes x 2, mail, process payments etc.	15	\$ 25.00	\$ 375.00
			\$ 375.00
Zoom January			\$ 14.99
Printer Ink			\$ 55.96
		Total	\$ 445.95

Sincerely yours,

Valerie Starkey

Invoice



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

Invoice Date: Feb 20, 2022
Invoice #: INV133999357
Payment Terms: Due Upon Receipt
Due Date: Feb 20, 2022
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 & SURCHARGES	TOTAL
Charge Name: Standard Pro Monthly				
Quantity: 1 Unit Price: \$14.99	Feb 20, 2022-Mar 19, 2022	\$14.99	\$0.00	\$14.99
		Subtotal		\$14.99
		Total (Including Taxes, Fees & Surcharges)		\$14.99
		Invoice Balance		\$0.00

Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
			Total (Including Taxes, Fees & Surcharges)	\$0.00



Final Details for Order #112-0128336-8084237

[Print this page for your records.](#)

Order Placed: February 11, 2022
Amazon.com order number: 112-0128336-8084237
Order Total: \$159.60

Shipped on February 12, 2022

Items Ordered

Price

1 of: *2" Round Labels, All Purpose White, Laser or Inkjet Printing, 500 Labels*
Sold by: Sheet Labels® ([seller profile](#)) | Product question? [Ask Seller](#)

\$13.99

Condition: New

Shipping Address:

Valerie Starkey
3795 LAKE EARL DR
CRESCENT CITY, CA 95531-7987
United States

Shipping Speed:

Two-Day Shipping

Shipped on February 13, 2022

Items Ordered

Price

1 of: *100 Soft Off-White Translucent 17# Thin Sheets - 5X7 Inches Photo|Card|Frame Size - 17 lb/Pound Very Thin, Light Weight Fine Quality Paper - Fun or Formal Use - Not a Clear Transparent*
Sold by: ThunderBolt Paper ([seller profile](#))

\$21.45

Condition: New

Shipping Address:

Valerie Starkey
3795 LAKE EARL DR
CRESCENT CITY, CA 95531-7987
United States

Shipping Speed:

Two-Day Shipping

Shipped on February 12, 2022

Items Ordered

Price

1 of: *Canon PG-275XL AMR*
Sold by: Amazon.com Services LLC

\$25.97

Condition: New

1 of: *Canon CL-276XL AMR*
Sold by: Amazon.com Services LLC

\$29.99

General Ledger Detail

Current period 4 (10/1/2021 - 10/31/2021)

Del Norte Parks and Recreation
Sam Harrison

Unit: \$

Thursday, November 18, 2021 11:01:12AM

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Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance	
11900-00-900-A		Cash - Rec & Park Dist CCU Checking #S51						219,609.47
10/13/2021	Summarized AP Payments	Payments	AP-Payment	102		867.83		
10/13/2021	California Fair Services Authority Check: 2166						280.29	
10/13/2021	California Fair Services Authority Check: 2167						259.04	
10/13/2021	Del Norte Triplicate Check: 2171						133.50	
10/13/2021	Rural Approaches Check: 2170						195.00	
10/13/2021	Summarized AP Payments	Payments	AP-Payment	103		617.92		
10/13/2021	Valerie Starkey Check: 2168						239.99	
10/13/2021	Valerie Starkey Check: 2169						377.93	
11900-00-900-A		Net:	1,485.75-		0.00	1,485.75	218,123.72	
11910-00-900-A		Cash - Rec & Park Dist CCU Savings #S50						50.00
15000-00-900-A		Cash - County of Del Note						3,219,489.04
10/31/2021	Fund Dep 10/31/21	Oct bal	GL-Manual		102,544.02			
10/31/2021	Q1 Interest 10/27	Oct bal	GL-Manual		5,774.43			
15000-00-900-A		Net:	108,318.45		108,318.45	0.00	3,327,807.49	
21200-00-900-A		Accounts Payable-Rec & Park District						696.78-
10/1/2021	Summarized AP Invoices	Invoices	AP-Invoice			594.47		
10/1/2021	California Fair Services Authority Invoice: 059809 2021 True Up WC Monthly						14.54	
10/1/2021	California Fair Services Authority Invoice: 059875 2021 True Up Liability Monthly						202.00	
10/1/2021	Valerie Starkey Invoice: 2169 September 2021 Services						377.93	
10/4/2021	Summarized AP Invoices	Invoices	AP-Invoice			195.00		
10/4/2021	Rural Approaches Invoice: 1135 August Services						195.00	
10/13/2021	Summarized AP Payments	Payments	AP-Payment	102	867.83			
10/13/2021	California Fair Services Authority Check: 2166						280.29	
10/13/2021	California Fair Services Authority Check: 2167						259.04	
10/13/2021	Del Norte Triplicate Check: 2171						133.50	
10/13/2021	Rural Approaches Check: 2170						195.00	
10/13/2021	Summarized AP Payments	Payments	AP-Payment	103	617.92			
10/13/2021	Valerie Starkey Check: 2168						239.99	
10/13/2021	Valerie Starkey Check: 2169						377.93	
21200-00-900-A		Net:	696.28		1,485.75	789.47	0.50-	
22800-00-900-A		Designated Reserve - Park & Rec Fair						1,428,620.66-
10/31/2021	Fund Dep 10/31/21	Oct bal	GL-Manual			30,763.21		
22800-00-900-A		Net:	30,763.21-		0.00	30,763.21	1,459,383.87-	
25900-00-900-A		Funds Balance Available - Co of Del Nort						1,790,868.38-
10/31/2021	Fund Dep 10/31/21	Oct bal	GL-Manual			71,780.81		
10/31/2021	Q1 Interest 10/27	Oct bal	GL-Manual			5,774.43		
25900-00-900-A		Net:	77,555.24-		0.00	77,555.24	1,868,423.62-	
29300-00-900-A		Net Resources - Rec & Park District						222,447.03-
60000-11-900-A		Insurance Fees						649.62
10/1/2021	Summarized AP Invoices	Invoices	AP-Invoice		216.54			
10/1/2021	California Fair Services Authority Invoice: 059809 2021 True Up WC Monthly						14.54	
10/1/2021	California Fair Services Authority Invoice: 059875 2021 True Up Liability Monthly, Gen Liab Ins						202.00	
60000-11-900-A		Net:	216.54		216.54	0.00	866.16	
69010-11-900-A		Professional Services - Administration						2,643.47
10/1/2021	Summarized AP Invoices	Invoices	AP-Invoice		377.93			
10/1/2021	Valerie Starkey Invoice: 2169 September 2021 Services, Valerie Hours						300.00	
10/1/2021	Valerie Starkey Invoice: 2169 September 2021 Services, Zoom Subscription						14.99	
10/1/2021	Valerie Starkey Invoice: 2169 September 2021 Services, Ink						62.94	
10/4/2021	Summarized AP Invoices	Invoices	AP-Invoice		195.00			
10/4/2021	Rural Approaches Invoice: 1135 August Services						195.00	
69010-11-900-A		Net:	572.93		572.93	0.00	3,216.40	
69030-11-900-A		Professional Services - Accounting/Audit						191.25

General Ledger Detail

Current period 4 (10/1/2021 - 10/31/2021)

Del Norte Parks and Recreation
Sam Harrison

Unit: \$

Thursday, November 18, 2021 11:01:12AM
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Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
<hr/>							
\$ Grand Totals		<u>Beginning Balance</u>	<u>Net Activity</u>		<u>Total Debits</u>	<u>Total Credits</u>	<u>Balance</u>
		0.00	0.00		110,593.67	110,593.67	0.00
		\$ Trial Balances			<u>Total Debits</u>	<u>Total Credits</u>	<u>Balance</u>
			Prior:		3,442,632.85	3,442,632.85	0.00
			Activity:		110,593.67	110,593.67	0.00
			Ending:		3,550,255.02	3,550,255.02	0.00

DEL NORTE COUNTY FAIR, 41ST DAA
RECREATIONAL & PARK DISTRICT
Statement of Operations
October 31, 2021

	Acct. No.	Current YTD 10/31/2021	Budget 21/22	Balance of Budget	% Used 21/22
REVENUES:					
Sales Tax Revenues	RECS	-	700,000	700,000	0%
Interest Income	RECI	-	25,000	25,000	0%
TOTAL REVENUES		-	725,000	725,000	0%
EXPENSES:					
Administrative Expenditures	RECA	4,274	27,000	22,726	16%
Prior Year Expenditures	RECP	-	-	-	0%
Capital Expenditures	RECC	-	-	-	0%
Other operating Expenditures	RECO	-	100,000	100,000	0%
TOTAL EXPENSES		4,274	127,000	122,726	3%
TOTAL NET GAIN/LOSS		(4,274)	598,000	602,274	-1%

Detail of Expenditures

	Acct. No.	Current YTD 10/31/2021	Budget 21/22	Balance of Budget	% of Used 21/22
ADMINISTRATION EXPENSE					
Insurance Fees	60000-11-900	866	3,000	2,134	29%
Other Expenses	65000-11-900	0	0	0	0%
Professional Services - Legal	69000-11-900	0	2,000	2,000	0%
Professional Services - Administration	69010-11-900	3,216	15,000	11,784	21%
Professional Services - Miscellaneous	69020-11-900	0	1,000	1,000	0%
Professional Services - Accounting / Audit	69030-11-900	191	6,000	5,809	3%
TOTAL ADMINISTRATION EXPENSE		4,274	27,000	22,726	16%
PRIOR YEAR OPERATING EXPENSE ADJUSTMENT					
Prior Year Expense Adjustment	80000-00-900	0	0	0	0%
TOTAL PRIOR YEAR OPERATING EXPENSE		-	-	-	0%
MAINTENANCE & GENERAL OPERATIONS					
CAPITAL EXPENDITURE (LIST)					
Capital Expenditures	91200-00-900	0	0	0	0%
TOTAL CAPITAL EXPENDITURES		-	-	-	0%
OTHER OPERATING EXPENSE					
Other Operating Expense	94500-00-900	0	100,000	100,000	0%
TOTAL OTHER OPERATING EXPENSE		-	100,000	100,000	0%

Trial Balance

Current (10/1/2021 - 10/31/2021)

Unit Of Measure: \$

Del Norte Parks and Recreation

Thursday, November 18, 2021 11:02:15AM

Sam Harrison

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Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
11900-00-900-A Cash - Rec & Park Dist CCU Checking #S51	219,609.47		1,485.75	1,485.75-	218,123.72
11910-00-900-A Cash - Rec & Park Dist CCU Savings #S50	50.00			0.00	50.00
15000-00-900-A Cash - County of Del Note	3,219,489.04	108,318.45		108,318.45	3,327,807.49
21200-00-900-A Accounts Payable-Rec & Park District	696.78-	1,485.75	789.47	696.28	0.50-
22800-00-900-A Designated Reserve - Park & Rec Fair	1,428,620.66-		30,763.21	30,763.21-	1,459,383.87-
25900-00-900-A Funds Balance Available - Co of Del Nort	1,790,868.38-		77,555.24	77,555.24-	1,868,423.62-
29300-00-900-A Net Resources - Rec & Park District	222,447.03-			0.00	222,447.03-
60000-11-900-A Insurance Fees	649.62	216.54		216.54	866.16
69010-11-900-A Professional Services - Administration	2,643.47	572.93		572.93	3,216.40
69030-11-900-A Professional Services - Accounting/Audit	191.25			0.00	191.25
\$ Grand Totals	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	0.00	110,593.67	110,593.67	0.00	0.00

DEL NORTE COUNTY FAIR, 41ST DAA
Recreational & Park District
BALANCE SHEET
October-21

	<u>21/22</u>	<u>20/21</u>
ASSETS		
ASSETS		
Cash - Central Coast CU Checking Members	218,124	231,263
Cash - Central Coast CU Savings	50	50
Accounts Receivable	0	0
Deferred Charges	0	0
Cash - County of Del Norte	<u>3,327,807</u>	<u>2,330,465</u>
TOTAL ASSETS	<u>3,545,981</u>	<u>2,561,778</u>
LIABILITIES & EQUITY		
LIABILITIES		
Accounts Payable/WC Payable	1	151
Designated Reserve - Co of Del Norte	1,459,384	1,166,751
Funds Bal Available - Co of Del Nort	<u>1,868,424</u>	<u>1,163,714</u>
TOTAL LIABILITIES	<u>3,327,808</u>	<u>2,330,616</u>
EQUITY		
Net Resources - Rec & Park District	222,447	232,371
Net Income	<u>(4,274)</u>	<u>(1,210)</u>
TOTAL EQUITY	<u>218,173</u>	<u>231,162</u>
TOTAL LIABILITIES & EQUITY	<u>3,545,981</u>	<u>2,561,778</u>