

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

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

**MINUTES
SPECIAL MEETING**

Thursday, JANUARY 13, 2022 at 6:00 PM
(or immediately following the meeting of the 41st DAA)

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
Rich Wier
Steven Westbrook*

ABSENT:

Sabina Renner

Others Present:

Valerie Starkey, Administrative Assistant, DNCFRPD

1. 6:00 PM Call the meeting to order and take roll.

Meeting called to order at 6:37 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.

Public Comment by Board Member Rich Wier expressing his concern that the Fairgrounds is a State Property and all meetings held in the building should be in compliance with the Current State Mask Order.

All members of the DNCFRPD Board were wearing masks.

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 November 18, 2021.
 - b. Approve Minutes from the Special Meeting of November 18, 2021.
 - c. Approve Financial Statements received from CFSA for the months of November and December, 2021.
 - d. Approve Financial Statements received from the County of Del Norte for the months of November and December, 2021.

No items were pulled from the Consent Agenda. Director Westbrook moved to approve the Consent Agenda as presented. Director Wier seconded the motion. The motion carried on 4 Ayes, 0 Noes, 1 Absent.

3. **New Business:**

- a. **Discussion and consideration of electing new officers.** The Board of Directors considers nomination and election of new Officers each year. Take action as necessary and appropriate.

Director Westbrook moved to keep the current officers the same. Director Holt seconded the motion. The motion carried on 4 Ayes, 0 Noes, 1 Absent. All Directors expressed their appreciation for President Wakefield.

- b. **Discussion and consideration of a funding allocation request in the amount of \$300,000 from the 41st District Agricultural Association.** Included in the agenda is a memo from Kim Floyd, CEO, and a copy of the Memorandum of Understanding between the 41st DAA and the Recreation & Parks District. Take action as necessary and appropriate by approving Board Order 2022-01.

Director Holt began the discussion and asked the Board to recall a previous Finance Committee meeting in which the 41st DAA was asked to provide specific

financial information to the DNCFRPD prior to making a request for any future money. The date of the Finance Committee meeting was June 7, 2021 and the minutes from this meeting were approved in July, 2021. The minutes stated, in part, "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 estimated costs associated?"

Additionally, director Holt recalled a previous conversation followed by an email in which the 41st was educated on the process in the MOU. That process included:

1. *41st DAA Quarterly Financial Report and Request.* The 41st DAA will provide to the District a quarterly financial report and request for funding assistance. The financial report and request shall contain all sources of projected revenue and the current and ongoing operational expenses and liabilities. In addition, the report and request shall specifically list all events, available recreational programs and opportunities, and scheduled uses of facilities anticipated during the funding request period.
2. *District Determination of Financial Assistance.* Upon receipt of the quarterly financial report and request, the District will, in the exercise of its sole discretion, consider the 41st DAA financial report and request and determine within 30 calendar days whether it will provide financial assistance, in what amount, if any, and for what purposes the money may be spent by the 41st DAA. The District will notify the 41st DAA promptly of its decision.
3. *41st DAA Obligation:* If the District agrees to provide financial assistance and the 41st DAA accepts such assistance, the 41st DAA must expend the funds in accordance with the conditions and/or purposes set forth by the District.

Director Wier confirmed his recollection of the direction made at the previous meeting. Per the minutes of the previous meeting, CAO Floyd stated she would be asking CSFA for a better breakdown of the funds spent. To date, that information has not been provided to the DNCFRPD.

Director Westbrook stated that he agreed with the discussion, however, he did not want to stall the 41st's ability to pursue the grant for the power pole. He suggested that the DNCFRPD modify the request of the 41st DAA to be \$100,000 with the understanding they could return to request the additional \$200,000 once they could provide the previously agreed upon information.

Director Holt made a motion to approve \$100,000.00 that has been budgeted for this fiscal year; however, before additional money can be requested, the 41st DAA will need to provide the information previously discussed in the June 2021 Finance Committee meeting. Director Wier Seconded the motion. The motion carried on 4 Ayes, 0 Nays, and 1 Absent.

4. Old Business:

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

President Wakefield stated that during the workshop they have formed new committees. He asked Valerie Starkey to email Kim Floyd for a list of those new committees.

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.

6. Board Comments:

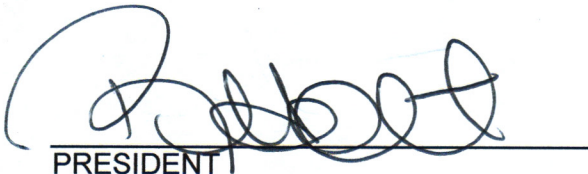
- a. Members of the Board of Directors may comment on District business, request clarification, information or that items be included in future agendas. No action will be taken, but direction may be given to staff and items scheduled for future agendas.

7. Adjournment:

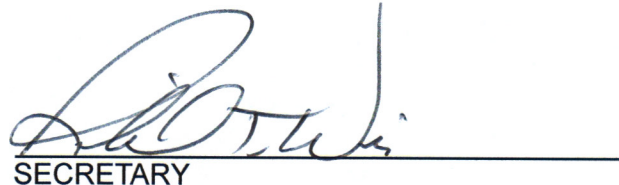
- a. The next regular meeting is scheduled for Thursday, January 27, 2022 at 6:00 PM. Discuss and take possible action on cancelling the regular meeting.

The Board discussed keeping the meeting in January in the event the 41st was able to bring forward the information for the remaining funds requested. The meeting may be canceled and that determination will be made prior to the date the agenda needs to be posted. Further discussion was made with regard to having the next meeting virtually. The surge in the covid numbers will be monitored and should the numbers increase, a special meeting to determine a need to pass a resolution pursuant AB 361 will be arranged.

The meeting was adjourned at 6:35 pm.



PRESIDENT



SECRETARY