

**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.