

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

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

**AGENDA
REGULAR MEETING**

Thursday, April 28, 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 March 24, 2022.
- b. Approve Minutes from Meeting of March 24, 2022.
- c. Approve Financial Statements received from CFSA and Del Norte County since the last meeting of March 24, 2022.

3. New Business:

- a. Approve a contract with Susan Brown of Rural Approaches for services from April 28, 2022 to December 31, 2023.

4. Old Business:

- a. Receive an update on Beach Tech 1000 purchase and operation. Take action as necessary.
- b. Receive an update on the generator, installation and service to equipment. Take action as necessary.
- c. Receive an update on the deposit for the grandstands and information regarding funding the purchase of the grandstands. Take action as necessary.
- d. Receive an update on attorney services and potential RFP. Take action as necessary.
- e. Receive update on project list. Take action as necessary.

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. 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, May 25, 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

**MINUTES
REGULAR MEETING**

Thursday, March 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

PRESENT:

*Doug Wakefield, President
Robyn Holt, Vice President
Rick Weir, Director
Valerie Starkey, Administrative Assistant
Dawn Harper, Public Member
Bradley Haberman, Public Member
Helen Ferguson, Public Member
Kimberly Floyd (left partially through meeting), CAO 41st DAA
Kara Miller (left partially through meeting), Public Member*

ABSENT:

*Sabina Renner
Ste*

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

Meeting called to order at 7:41 pm. Administrative Assistant 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.

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 February 24, 2022.
 - b. Approve Minutes from Meeting of February 24, 2022.
 - c. Approve Financial Statements received from CFSA for the month of November and December 2021.
 - d. Approve Financial Statements received from the County of Del Norte for the month January 2022.

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 3 Ayes, 0 Noes, 2 Absent.

3. **New Business:**

- a. Discuss and provide possible direction for purchase beach raking machine to be used to clean the arena.

Discussion: President Wakefield brought forth an idea to purchase a "beach raking" machine that could be used to clean the glass and other debris in the arena(s). He indicated it would cost be under \$60,000 and we could consider renting the machine out to the city and the county for beach clean up efforts after large events such as Fourth of July.

Director Wier asked if there was a machine close to us we could borrow to see if it worked for our purposes or if we could see a demo. President Wakefield referred him to the demo video on line. Director Holt stated she supported the idea because there is an opportunity for this equipment to be used community wide.

Public Comment from Helen Ferguson and she indicated she was concerned with the machine if there would be a standard of cleanliness the arena would have or would we simply have a machine and continue with the subpar attention to the arena users have been faced to accept. While she supported the machine, she does not feel the machine alone would solve the entire problem.

A motion was made by Director Wier to purchase the Beach Tech 1000 for the quoted amount, plus sales tax, and "highly recommend" the 41st to seek opportunities to rent out to government entities. The motion was seconded by Director Holt. The motion carried on 3 Ayes, 0 Noes, 2 Absent.

- b. Discuss and provide possible direction for purchase of new permanent Grand Stands.

Discussion: Board agreed grandstands would be an upgrade and provide a better experience for the public and agreed to fund the deposit with direction for the 41st DAA to pay for a deposit to get the price point provided; however, the board would like the 41st DAA to consider loan options and other sources of funding.

After continued discussion it was motioned by Director Holt to provide the 41st DAA with the funds necessary to enter into a contract to purchase the Grandstands, contingent upon the 41st DAA attempting to secure a state fair loan. Should the 41st DAA loan be favorable, the 41st DAA will purchase the Grandstands and they will be responsible for repaying the loan. If their

loan request is unsuccessful, the DNCF Recs and Parks District will provide the full payment to purchase the Grandstands. Further it is suggested that the 41st consider a fee schedule for when grandstands are utilized. Director Wier seconded the motion and the motion passed with 3 Ayes, 0 Noes, and 2 absent.

4. Old Business:

a. Provide update on securing Robert Black as the attorney for DNCFRPD. Discuss and take action as necessary.

Administrative Assistant Valerie Starkey reported that Mr. Blacks office staff indicated that Mr. Black was not accepting any new clients. Discussion about process for finding a suitable attorney to represent the DNCFRPD. Direction gave to Administrative Assistant to draft an RFP to be approved at the next monthly meeting.

b. Receive update on grants and provide possible direction to Susan Brown of Rural Approaches for future grants.

Discussion about Susan Brown's email in which she stated she was not provided direction from the Board with regard to continuing services with the DNCFRPD. She stated she had not pursued any grant opportunities following the board retreat because she had not been given clear direction. Directed Administrative Assistant to reach out to Ms. Brown and request services and an updated contract to be approved at the next monthly meeting.

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.
No action taken. Discussion about wanting to remind the 41st DAA of the procedures they must take when requesting funding. I.E. the requests must be make quarterly and not randomly. The request must first come the Finance Committee for review before the matter will be placed on the DNCFRPD agenda.

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.
No reportable information relative to the Public Relations Committee

NOTE: There was a Business Development Committee meeting where no action taken. Director Weir stated that there was a brief meeting in which they discussed the importance for the grandstands.

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.

Director Wier commented that we need to make sure the purchases made for the 41st are being maintained as we had intended. He provided an example about the recent county wide power outage and noted that it occurred on a Sunday and there was no one available in the 41st to come and connect the generator the DNCFRPD had purchased to be used for

emergencies. Then, when it was tested shortly thereafter, it was found to be inoperable. A tech was called to look into the reasoning and fixed the issue. But the 41st DAA need to get that generator back to working order and have some sort of regular testing of the equipment to ensure it is operable in the event of an emergency. Further, the 41st needs to have weekend staff on call to respond to emergency situations if necessary. AND we need to have someone on staff who knows how to operate any equipment purchased to be used in emergency situations. It was determined that every board member on the 41st DAA and the DNCFRPD should have a tutorial on how to operate the generator in the event an emergency requires use of the equipment. President Wakefield expressed the importance of "putting hours" on the generator while it is under warranty. He also suggested we schedule annual maintenance with a company that can provide these types of services yearly.

All directors requested that the generator, the workshop/bucket list, grandstands, Beach Tech 1000, and Susan Brown contract remain on each agenda under "old business" until each matter has been completed entirely.

7. Adjournment:

- a. The next regular meeting is scheduled for Thursday, April 28, 2022 at 6:00 PM (Or immediately following the conclusion of the 41st DAA).

The meeting was adjourned at 8:31 pm.

PRESIDENT

Del Norte County Fairgrounds Recreation and Park District.

SECRETARY



INVOICE STATEMENT

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

Statement Period: 3/31/2022 - 4/12/2022

Amount Due: \$297.00

Remit Payment By: 4/30/2022

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

Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Balance
3/31/2022	062716 Sam	3/2022 AccountNet Sam Hours - AccountNet Non-Covered Services	95.00 95.00	95.00
4/1/2022	062509 LI LI	4/2022 Estimated Liability Monthly General Liability Insurance Auto liability	202.00 160.00 42.00	202.00
Totals for DN Parks District - Del Norte Co. Recreation & Park District			297.00	297.00

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

Credit	Current	Over 30	Over 60	Over 90
0.00	297.00	0.00	0.00	0.00

VALERIE STARKEY

INVOICE

707-490-9177

vstarkey@sonic.net

432 N. Pebble Beach
Crescent City, CA
95531

Attention:
DNCFRPD
Date: 03/31/2022

Description	Quantity	Unit Price	Cost
Monthly duties: Agenda x 2, minutes x 2, mail, process payments, meeting,	18	\$ 25.00	\$ 450.00
			\$ 450.00
Zoom March			\$ 14.99
		Total	\$ 464.99

Sincerely yours,

Valerie Starkey

Invoice



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

Federal Employer ID Number: 61-1648780

Invoice Date: Mar 20, 2022
Invoice #: INV138926291
Payment Terms: Due Upon Receipt
Due Date: Mar 20, 2022
Account Number: 57416821
Currency: USD
Account Information: Valerie Starkey

Purchase Order Number:

Sold To Address: 3795 Lake Earl Dr,
CRESCENT CITY, California 95531
United States

Tax Exempt Certificate ID:

VSTARKEY@SONIC.NET

[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	Mar 20, 2022-Apr 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

Trial Balance

Current (1/1/2022 - 1/31/2022)

Unit Of Measure: \$

Del Norte Parks and Recreation

Monday, March 21, 2022 3:51:00PM

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	217,560.36		101,351.52	101,351.52-	116,208.84
11910-00-900-A Cash - Rec & Park Dist CCU Savings #S50	50.00			0.00	50.00
14300-00-900-A Deferred Charges - Rec & Park District		138.68		138.68	138.68
15000-00-900-A Cash - County of Del Note	3,482,810.64	77,244.38		77,244.38	3,560,055.02
21200-00-900-A Accounts Payable-Rec & Park District	832.02-	101,351.52	100,920.78	430.74	401.28-
22800-00-900-A Designated Reserve - Park & Rec Fair	1,505,884.81-		21,703.15	21,703.15-	1,527,587.96-
25900-00-900-A Funds Balance Available - Co of Del Nort	1,976,925.83-		55,541.23	55,541.23-	2,032,467.06-
29300-00-900-A Net Resources - Rec & Park District	222,447.03-			0.00	222,447.03-
60000-11-900-A Insurance Fees	1,299.24	214.60		214.60	1,513.84
69010-11-900-A Professional Services - Administration	4,093.20	520.00		520.00	4,613.20
69030-11-900-A Professional Services - Accounting/Audit	276.25	47.50		47.50	323.75
94500-00-900-A Other Operating Expenses	0.00	100,000.00		100,000.00	100,000.00
\$ Grand Totals	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	0.00	279,516.68	279,516.68	0.00	0.00

DEL NORTE COUNTY FAIR, 41ST DAA
RECREATIONAL & PARK DISTRICT
Statement of Operations
January 31, 2022

	Acct. No.	Current YTD 1/31/2022	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	6,451	27,000	20,549	24%
Prior Year Expenditures	RECP	-	-	-	0%
Capital Expenditures	RECC	-	-	-	0%
Other operating Expenditures	RECO	100,000	100,000	-	100%
TOTAL EXPENSES		106,451	127,000	20,549	84%
TOTAL NET GAIN/LOSS		(106,451)	598,000	704,451	-18%

Detail of Expenditures

	Acct. No.	Current YTD 1/31/2022	Budget 21/22	Balance of Budget	% of Used 21/22
ADMINISTRATION EXPENSE					
Insurance Fees	60000-11-900	1,514	3,000	1,486	50%
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	4,613	15,000	10,387	31%
Professional Services - Miscellaneous	69020-11-900	0	1,000	1,000	0%
Professional Services - Accounting / Audit	69030-11-900	324	6,000	5,676	5%
TOTAL ADMINISTRATION EXPENSE		6,451	27,000	20,549	24%
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	100,000	100,000	0	100%
TOTAL OTHER OPERATING EXPENSE		100,000	100,000	-	100%

General Ledger Detail

Current Period 7 (1/1/2022 - 1/31/2022)

Del Norte Parks and Recreation
Sam Harrison

Unit: \$

Monday, March 21, 2022 3:57:10PM
Page 1

Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance	
11900-00-900-A Cash - Rec & Park Dist CCU Checking #S51							217,560.36	
1/13/2022	Summarized AP Payments	Payments	AP-Payment	105		1,351.52		
1/13/2022	California Fair Services Authority Check: 2174						301.54	
1/13/2022	Rural Approaches Check: 2176						520.00	
1/13/2022	Valerie Starkey Check: 2175						529.98	
1/31/2022	Summarized AP Payments	Payments	AP-Payment	106		100,000.00		
1/31/2022	41st District Agriculture Association Check: 2177						100,000.00	
11900-00-900-A Net:					101,351.52-	0.00	101,351.52	116,208.84
11910-00-900-A Cash - Rec & Park Dist CCU Savings #S50							50.00	
14300-00-900-A Deferred Charges - Rec & Park District							0.00	
1/1/2022	Summarized AP Invoices	Invoices	AP-Invoice		138.68			
1/1/2022	California Fair Services Authority Invoice: 060882 2022 Estimated WC Lump Sum						138.68	
14300-00-900-A Net:					138.68	0.00	138.68	
15000-00-900-A Cash - County of Del Note							3,482,810.64	
1/31/2022	Fund Dep 01/31/22	Jan bal	GL-Manual		72,343.84			
1/31/2022	Q2 Interest	Jan bal	GL-Manual		4,900.54			
15000-00-900-A Net:					77,244.38	0.00	3,560,055.02	
21200-00-900-A Accounts Payable-Rec & Park District							832.02-	
1/1/2022	Summarized AP Invoices	Invoices	AP-Invoice			353.28		
1/1/2022	California Fair Services Authority Invoice: 060882 2022 Estimated WC Lump Sum						151.28	
1/1/2022	California Fair Services Authority Invoice: 061023 2022 Estimated Liability Monthly						202.00	
1/3/2022	Summarized AP Invoices	Invoices	AP-Invoice			520.00		
1/3/2022	Rural Approaches Invoice: 1139 December Services						520.00	
1/13/2022	Summarized AP Payments	Payments	AP-Payment	105	1,351.52			
1/13/2022	California Fair Services Authority Check: 2174						301.54	
1/13/2022	Rural Approaches Check: 2176						520.00	
1/13/2022	Valerie Starkey Check: 2175						529.98	
1/31/2022	Summarized AP Invoices	Invoices	AP-Invoice			100,047.50		
2/1/2022	41st District Agriculture Association Invoice: 2177 Allocation						100,000.00	
1/31/2022	California Fair Services Authority Invoice: 061967 01/2022 NonAccountNet						47.50	
1/31/2022	Summarized AP Payments	Payments	AP-Payment	106	100,000.00			
1/31/2022	41st District Agriculture Association Check: 2177						100,000.00	
21200-00-900-A Net:					430.74	101,351.52	100,920.78	401.28-
22800-00-900-A Designated Reserve - Park & Rec Fair							1,505,884.81-	
1/31/2022	Fund Dep 01/31/22	Jan bal	GL-Manual			21,703.15		
22800-00-900-A Net:					21,703.15-	0.00	21,703.15	1,527,587.96-
25900-00-900-A Funds Balance Available - Co of Del Nort							1,976,925.83-	
1/31/2022	Fund Dep 01/31/22	Jan bal	GL-Manual			50,640.69		
1/31/2022	Q2 Interest	Jan bal	GL-Manual			4,900.54		
25900-00-900-A Net:					55,541.23-	0.00	55,541.23	2,032,467.06-
29300-00-900-A Net Resources - Rec & Park District							222,447.03-	
60000-11-900-A Insurance Fees							1,299.24	
1/1/2022	Summarized AP Invoices	Invoices	AP-Invoice		214.60			
1/1/2022	California Fair Services Authority Invoice: 060882 2022 Estimated WC Lump Sum						12.60	
1/1/2022	California Fair Services Authority Invoice: 061023 2022 Estimated Liability Monthly, Gen Liab Ins						202.00	
60000-11-900-A Net:					214.60	214.60	0.00	1,513.84
69010-11-900-A Professional Services - Administration							4,093.20	
1/3/2022	Summarized AP Invoices	Invoices	AP-Invoice			520.00		
1/3/2022	Rural Approaches Invoice: 1139 December Services						520.00	
69010-11-900-A Net:					520.00	520.00	0.00	4,613.20
69030-11-900-A Professional Services - Accounting/Audit							276.25	
1/31/2022	Summarized AP Invoices	Invoices	AP-Invoice			47.50		
1/31/2022	California Fair Services Authority Invoice: 061967 01/2022 NonAccountNet, Sam's Hours						47.50	
1/31/2022	California Fair Services Authority Invoice: 061967 01/2022 NonAccountNet						0.00	
69030-11-900-A Net:					47.50	47.50	0.00	323.75
94500-00-900-A Other Operating Expenses							0.00	

General Ledger Detail

Current Period 7 (1/1/2022 - 1/31/2022)

Del Norte Parks and Recreation
Sam Harrison

Unit: \$

Monday, March 21, 2022 3:57:10PM
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Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
94500-00-900-A		Other Operating Expenses		(continued)			
1/31/2022	Summarized AP Invoices	Invoices	AP-Invoice		100,000.00		
2/1/2022	41st District Agriculture Association	Invoice: 2177	Allocation				100,000.00
94500-00-900-A		Net:			100,000.00	0.00	100,000.00
\$ Grand Totals		Beginning Balance	Net Activity		Total Debits	Total Credits	Balance
		0.00	0.00		279,516.68	279,516.68	0.00
\$ Trial Balances					Total Debits	Total Credits	Balance
			Prior:		3,706,089.69	3,706,089.69	0.00
			Activity:		279,516.68	279,516.68	0.00
			Ending:		3,782,903.33	3,782,903.33	0.00

DEL NORTE COUNTY FAIR, 41ST DAA
Recreational & Park District
BALANCE SHEET
January-22

	<u>21/22</u>	<u>20/21</u>
ASSETS		
ASSETS		
Cash - Central Coast CU Checking Members	116,209	227,912
Cash - Central Coast CU Savings	50	50
Accounts Receivable	0	0
Deferred Charges	139	0
Cash - County of Del Norte	<u>3,560,055</u>	<u>2,545,289</u>
TOTAL ASSETS	<u>3,676,453</u>	<u>2,773,252</u>
LIABILITIES & EQUITY		
LIABILITIES		
Accounts Payable/WC Payable	401	1
Designated Reserve - Co of Del Norte	1,527,588	1,229,581
Funds Bal Available - Co of Del Nort	<u>2,032,467</u>	<u>1,315,708</u>
TOTAL LIABILITIES	<u>3,560,456</u>	<u>2,545,290</u>
EQUITY		
Net Resources - Rec & Park District	222,447	232,371
Net Income	<u>(106,451)</u>	<u>(4,409)</u>
TOTAL EQUITY	<u>115,996</u>	<u>227,962</u>
TOTAL LIABILITIES & EQUITY	<u>3,676,453</u>	<u>2,773,252</u>

Trial Balance

Current (2/1/2022 - 2/28/2022)

Unit Of Measure: \$

Del Norte Parks and Recreation

Monday, March 21, 2022 3:51:12PM

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	116,208.84			0.00	116,208.84
11910-00-900-A Cash - Rec & Park Dist CCU Savings #S50	50.00			0.00	50.00
14300-00-900-A Deferred Charges - Rec & Park District	138.68		12.61	12.61-	126.07
15000-00-900-A Cash - County of Del Note	3,560,055.02			0.00	3,560,055.02
21200-00-900-A Accounts Payable-Rec & Park District	401.28-		203.65	203.65-	604.93-
22800-00-900-A Designated Reserve - Park & Rec Fair	1,527,587.96-			0.00	1,527,587.96-
25900-00-900-A Funds Balance Available - Co of Del Nort	2,032,467.06-			0.00	2,032,467.06-
29300-00-900-A Net Resources - Rec & Park District	222,447.03-			0.00	222,447.03-
60000-11-900-A Insurance Fees	1,513.84	214.61		214.61	1,728.45
69010-11-900-A Professional Services - Administration	4,613.20			0.00	4,613.20
69030-11-900-A Professional Services - Accounting/Audit	323.75	1.65		1.65	325.40
94500-00-900-A Other Operating Expenses	100,000.00			0.00	100,000.00
\$ Grand Totals	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	0.00	216.26	216.26	0.00	0.00

DEL NORTE COUNTY FAIR, 41ST DAA
RECREATIONAL & PARK DISTRICT
Statement of Operations
February 28, 2022

	Acct. No.	Current YTD 2/28/2022	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	6,667	27,000	20,333	25%
Prior Year Expenditures	RECP	-	-	-	0%
Capital Expenditures	RECC	-	-	-	0%
Other operating Expenditures	RECO	100,000	100,000	-	100%
TOTAL EXPENSES		106,667	127,000	20,333	84%
TOTAL NET GAIN/LOSS		(106,667)	598,000	704,667	-18%

Detail of Expenditures

	Acct. No.	Current YTD 2/28/2022	Budget 21/22	Balance of Budget	% of Used 21/22
ADMINISTRATION EXPENSE					
Insurance Fees	60000-11-900	1,728	3,000	1,272	58%
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	4,613	15,000	10,387	31%
Professional Services - Miscellaneous	69020-11-900	0	1,000	1,000	0%
Professional Services - Accounting / Audit	69030-11-900	325	6,000	5,675	5%
TOTAL ADMINISTRATION EXPENSE		6,667	27,000	20,333	25%
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	100,000	100,000	0	100%
TOTAL OTHER OPERATING EXPENSE		100,000	100,000	-	100%

General Ledger Detail

Current Period 8 (2/1/2022 - 2/28/2022)

Del Norte Parks and Recreation
Sam Harrison

Unit: \$

Monday, March 21, 2022 3:57:29PM
Page 1

Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
11900-00-900-A			Cash - Rec & Park Dist CCU Checking #S51				116,208.84
11910-00-900-A			Cash - Rec & Park Dist CCU Savings #S50				50.00
14300-00-900-A			Deferred Charges - Rec & Park District				138.68
2/1/2022	Summarized AP Invoices	Extra	AP-Invoice			12.61	
1/1/2022	California Fair Services Authority	Invoice: 060882	2022 Estimated WC Lump Sum				12.61
14300-00-900-A		Net:	12.61-		0.00	12.61	126.07
15000-00-900-A			Cash - County of Del Note				3,560,055.02
21200-00-900-A			Accounts Payable-Rec & Park District				401.28-
2/1/2022	Summarized AP Invoices	Invoices	AP-Invoice			203.65	
2/1/2022	California Fair Services Authority	Invoice: 061400	2022 Estimated Liability Monthly				202.00
2/1/2022	California Fair Services Authority	Invoice: 061752	Tax Forms - 2021				1.65
21200-00-900-A		Net:	203.65-		0.00	203.65	604.93-
22800-00-900-A			Designated Reserve - Park & Rec Fair				1,527,587.96-
25900-00-900-A			Funds Balance Available - Co of Del Nort				2,032,467.06-
29300-00-900-A			Net Resources - Rec & Park District				222,447.03-
60000-11-900-A			Insurance Fees				1,513.84
2/1/2022	Summarized AP Invoices	Extra	AP-Invoice		12.61		
1/1/2022	California Fair Services Authority	Invoice: 060882	2022 Estimated WC Lump Sum				12.61
2/1/2022	Summarized AP Invoices	Invoices	AP-Invoice		202.00		
2/1/2022	California Fair Services Authority	Invoice: 061400	2022 Estimated Liability Monthly, Gen Liab Ins				202.00
60000-11-900-A		Net:	214.61		214.61	0.00	1,728.45
69010-11-900-A			Professional Services - Administration				4,613.20
69030-11-900-A			Professional Services - Accounting/Audit				323.75
2/1/2022	Summarized AP Invoices	Invoices	AP-Invoice		1.65		
2/1/2022	California Fair Services Authority	Invoice: 061752	Tax Forms - 2021				1.65
69030-11-900-A		Net:	1.65		1.65	0.00	325.40
94500-00-900-A			Other Operating Expenses				100,000.00
\$ 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		216.26	216.26	0.00
	\$ Trial Balances				<u>Total Debits</u>	<u>Total Credits</u>	<u>Balance</u>
			Prior:		3,782,903.33	3,782,903.33	0.00
			Activity:		216.26	216.26	0.00
			Ending:		3,783,106.98	3,783,106.98	0.00

DEL NORTE COUNTY FAIR, 41ST DAA
Recreational & Park District
BALANCE SHEET
February-22

	<u>21/22</u>	<u>20/21</u>
ASSETS		
ASSETS		
Cash - Central Coast CU Checking Members	116,209	227,215
Cash - Central Coast CU Savings	50	50
Accounts Receivable	0	0
Deferred Charges	126	0
Cash - County of Del Norte	<u>3,560,055</u>	<u>2,545,289</u>
TOTAL ASSETS	<u>3,676,440</u>	<u>2,772,554</u>
LIABILITIES & EQUITY		
LIABILITIES		
Accounts Payable/WC Payable	605	534
Designated Reserve - Co of Del Norte	1,527,588	1,229,581
Funds Bal Available - Co of Del Nort	<u>2,032,467</u>	<u>1,315,708</u>
TOTAL LIABILITIES	<u>3,560,660</u>	<u>2,545,824</u>
EQUITY		
Net Resources - Rec & Park District	222,447	232,371
Net Income	<u>(106,667)</u>	<u>(5,641)</u>
TOTAL EQUITY	<u>115,780</u>	<u>226,731</u>
TOTAL LIABILITIES & EQUITY	<u>3,676,440</u>	<u>2,772,554</u>

Del Norte Fairgrounds Trust
Balance Sheet
March 31, 2022

Unaudited

ASSETS

638 010 00000	Cash Del Norte Fairgrounds	3,730,589.62
	Total Assets	<u>3,730,589.62</u>

LIABILITIES AND FUND EQUITY

638 010 07100	Fund Balance Available	2,151,841.28
638 010 07110	Designated Reserve	1,578,748.34
	Total Liabilities and Fund Equity	<u>3,730,589.62</u>

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 Include Balances and Net Changes [Yes]
 Include Posting Seq. and Batch-Entry [Yes]
 Include Trans. Optional Fields [No]
 From Year - Period [2022 - 09] To [2022 - 09]
 Sort By [Fund]
 Sort Transactions By Date [No]
 From Fund [638] To [638]
 From Account Group [] To [ZZZZZZZZZZZZ]
 Last Year Closed 2021
 Last Posting Sequence 25872
 Use Rolled Up Amounts [No]
 Date Doc. Date

Account Number/Year/Prd.	Source	Doc. Date	Description/Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
638-010-00000			Cash - Del Norte Fairgrounds						3,560,055.02
2022									
09	GL-CR	3/2/2022	DEPOSIT	25801	27929-1	81,797.42			
09	GL-CR	3/30/2022	DEPOSIT	25839	27973-1	88,737.18			
			Net Change and Ending Balance for Fiscal Period 09:					170,534.60	3,730,589.62
			Totals: Cash - Del Norte Fairgrounds 2022						
			Fund Balance Available			170,534.60	0.00	170,534.60	3,730,589.62
638-010-07100									-2,032,467.06
2022									
09	GL-CR	3/2/2022	Auth No: 84634	25801	27929-1		57,258.19		
			Fairgrounds 4th Qtr						
09	GL-CR	3/30/2022	Auth No: 84815	25839	27973-1		62,116.03		
			Fairgrounds s/t						
			Net Change and Ending Balance for Fiscal Period 09:					-119,374.22	-2,151,841.28
			Totals: Fund Balance Available 2022						
			Designated Reserve			0.00	119,374.22	-119,374.22	-2,151,841.28
638-010-07110									-1,527,587.96
2022									
09	GL-CR	3/2/2022	Auth No: 84634	25801	27929-1		24,539.23		
			Fairgrounds 4th Qtr						
09	GL-CR	3/30/2022	Auth No: 84815	25839	27973-1		26,621.15		
			Fairgrounds s/t						
			Net Change and Ending Balance for Fiscal Period 09:					-51,160.38	-1,578,748.34

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Year/ Ptd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
Totals: Designated Reserve 2022						0.00	51,160.38	-51,160.38	-1,576,748.34
Report Totals:						170,534.60	170,534.60	0.00	0.00

3 accounts printed

AUDITOR OF DEL NORTE COUNTY
THE TREASURER OF DEL NORTE COUNTY, CRESCENT CITY, CA. HAS RECEIVED OF
AUDITOR-CONTROLLER.

Department: AUDITOR-CONTROLLER
By: ST CKS

Authorization No: 84815
Date: 3/30/2022

Cash: 0.00 **Check:** 146,957.18 **TOTAL:** 146,957.18

ACCOUNT	DEBIT	CREDIT	DESCRIPTION
123-010-00000	58,220.00	0.00	Cash - M/H Substance Abuse
638-010-00000	88,737.18	0.00	Cash - Del Norte Fairgrounds
123-418-90501	0.00	58,220.00	MHBG 2nd Qtr 21/22
638-010-07100	0.00	62,116.03	Fairgrounds s/t
638-010-07110	0.00	26,621.15	Fairgrounds s/t
TOTAL:	146,957.18	146,957.18	

BARBARA LOPEZ, TREASURER

BY:
DEPUTY

CLINTON SCHAAD, AUDITOR

BY:
DEPUTY

DEPARTMENT COPY

CONTROLLER OF CALIFORNIA
P.O. BOX 942850, SACRAMENTO, CALIFORNIA 94250

THIS REMITTANCE ADVICE IS FOR INFORMATION PURPOSE ONLY. THE WARRANT COVERING THE AMOUNT SHOWN WILL BE MAILED DIRECTLY TO THE PAYEE.

DEL NORTE COUNTY AUDITOR
CLINTON SCHAAD
981 H ST FRNT 140
CRESCENT CITY CA
955313415

WARRANT NUMBER 61184155 ISSUE DATE 03/25/2022
TOTAL REMITTED 88,737.18

PAYEE DEL NORTE CNTY FAIRGROUNDS PAYEE I. D. 388
FUND NAME RETAIL SALES TAX
CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
STATEMENT OF DISTRICT TAX DISTRIBUTION
DATE: 3/21/2022 FOR THE PERIODS SHOWN BELOW

JURIS CODE: 388

PAYEE: DEL NORTE CNTY FAIRGROUNDS
COUNTY AUDITOR-CONTROLLER

CURRENT DISTRIBUTIONS	JAN 2022	35,837.18
CURRENT ADVANCE	JAN 2022	52,900.00
PRIOR CREDITS		0.00

BALANCE	JAN 2022	88,737.18
TOTAL PAYMENT		88,737.18

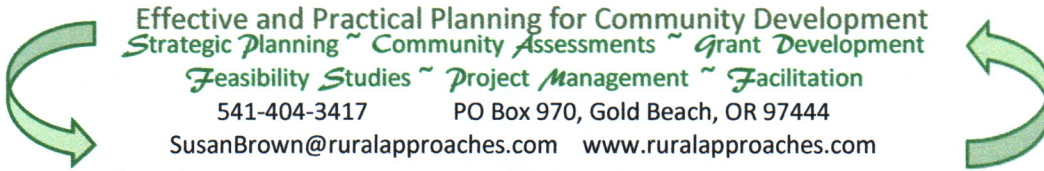
TOTAL DUE BREAKDOWN BY PERIOD:

DISTRIBUTION PRIOR TO 3RD QUARTER 2021	2,068.49
DISTRIBUTION 3RD QUARTER 2021	375.49
DISTRIBUTION 4TH QUARTER 2021	24,599.04
DISTRIBUTION 1ST QUARTER 2022	8,794.16
DISTRIBUTION 2ND QUARTER 2022	0.00
TOTAL CURRENT DISTRIBUTIONS (AS ABOVE)	35,837.18

IF YOU HAVE ANY QUESTION PLEASE CONTACT CDTFA
LOCAL REVENUE BRANCH BY PHONE AT (916) 324-3000 OR MAIL:

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
LOCAL REVENUE BRANCH, MIC: 27
PO BOX 942879, SACRAMENTO, CA 94279-0027

Rural Approaches



WORK FOR HIRE AGREEMENT

This Work for Hire Agreement (this "Agreement") is made effective as of April 28, 2022, by and between Del Norte County Fairgrounds, of 421 Hwy 101, Crescent City, CA 95531, and Rural Approaches, of PO Box 970, Gold Beach, Oregon 97444. In this Agreement, the party who is contracting to receive the services shall be referred to as "Contractor", and the party who will be providing the services shall be referred to as "Consultant".

1. DESCRIPTION OF SERVICES. Beginning on April 28, 2022 Consultant will provide the following services (collectively, the "Services"): As described below:

- A. Attend Strategic Planning Committee meetings as requested
- B. Facilitate committee discussions
- C. Document Committee discussions
- D. Produce reports of Committee discussions
- E. Research available grants
 - a. Grant priorities will be set by the Board
 - b. Grant priorities will align with projects defined in the 2017 Del Norte Fairgrounds Five Year Strategic Plan
- F. Develop grant matrix and schedule
- G. Develop and write grant proposals as approved by the Board
- H. Facilitate the Economic Renovation committee and develop the Economic Renovation Plan.

2. PAYMENT FOR SERVICES. Contractor will pay compensation to Consultant for the Services based on \$65.00 per hour. Consultant will submit an invoice for payment at the beginning of each month. Contractor will submit payment for services within 20 days of receipt of invoices.

3. TERM/TERMINATION. This Agreement terminates on December 31, 2023, unless a written work extension is received.

4. RELATIONSHIP OF PARTIES. It is understood by the parties that Consultant is an independent contractor with respect to Contractor and not an employee of Contractor. Contractor will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Consultant.

5. WORK PRODUCT OWNERSHIP. Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part by Consultant in connection with the Services shall be the property of Contractor.

6. CONFIDENTIALITY. Consultant will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Consultant, or divulge, disclose, or communicate in any manner any information that is proprietary to Contractor. Consultant will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement.

7. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

8. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of California.

PARTY CONTRACTING SERVICES:

Del Norte County Fairgrounds

By: _____

Name

Title

SERVICE PROVIDER:

Rural Approaches

By: *Susan Brown*

Susan R Brown

Principal Consultant