

**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
Rich Wier, 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
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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