

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK
DISTRICT

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

MINUTES

SPECIAL MEETING

Thursday, August 18, 2022

Time: 6:00 pm or immediately following the 41st DAA Board meeting

Meeting Location:

Del Norte Fairgrounds Board Room, 421 HWY 101 North, Crescent City, CA

BOARD OF DIRECTORS

Doug Wakefield – President

Sabina Renner – Secretary

Rich Wier - Director

Steven Westbrook - Director

Vacant Seat

PRESENT:

Director Wakefield

Director Renner

Director Wier

Administration Assistant: Valerie Starkey

Fair Manager: Kim Floyd

Public members: multiple

ABSENT:

Director Westbrook

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

Meeting called to order at 6:02 pm.

- **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.

An emergency item was added to the agenda. Board Order 2022-02 was requested to be added. Director Renner made the motion to add the emergency item and Director Wier seconded the motion. The motion carried 3 Ayes, 0 Noes, and 1 absent.

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 July 28, 2022.
- b. Approve Minutes from the Regular Meeting of July 28, 2022.
- c. Approve Financial Statements received from CFSA for the month of June, 2022
- d. Approve Financial Statements received from the County of Del Norte for the month of June 2022.

No items were pulled from the Consent Agenda. Director Wier moved to approve the Consent Agenda as presented. Director Renner seconded the motion. The motion carried on 3 Ayes, 0 Noes and one absent.

3. **New Business:**

- a. Hold a Public Hearing on the Preliminary Budget for Fiscal Year 2022-2023.
Following the Public Meeting, adopt the Preliminary Budget for the Fiscal Year 2022-2023. Take action as necessary and appropriate.

Matter was called. Administrative Assistant noted that the only alteration that would need to be made at a later date was the fourth quarter interest. That information was not available at the time of the meeting. That information will be provided to the Board once it becomes available and the amended budget will be returned for approval. No public comment. Director Renner motioned to approved the budget as it was presented. Director Wier seconded the motion. The motion carried by a polled vote of 3 Ayes, 0 Noes, and 1 absent.

- b. Discuss and take possible action to fill the seat vacated by the resignation of Robyn Holt effective August 12, 2022.

Matter was called and administrative assistant reported what was learned from the attorney, Dohn Henion. The board discussed the options and decided to appoint someone to the board. Direction was given to the Administrative Assistant to draft a simple application which included the requirements of the appointee. The application and vacancy needs to be posted in three separate locations and once the application period ends, the Board will take action. This must occur within 60 days (by October 12, 2022). Administrative Assistant directed to provide the board with the draft application to be reviewed by two members before distribution. Once approved, the application period will be opened and the vacancy filled.

Added Item: c. Discuss and take possible action on Board Order 2022-02 requesting the auditors office transfer \$200,000 from the County funds to the Coast Central Credit Union in order to pay the 41st DAA their 2022/2023 budget allocation.

Matter was presented to the board for discussion. Director Renner made the motion to approve the Board Order and Director Wier seconded the motion. The motion passed on a polled vote of 3 Ayes, 0 Noes, and 1 absent.

4. Old Business:

- a. Receive an update on Beach Tech 1000 purchase and operation. Take action as necessary.

According to Director Wakefield, it was reported the order had shipped and is on it's way to the 41st DAA.

- b. Receive an update on the generator, installation and service to equipment. Take action as necessary.

According to Director Wakefield, and supported by Fair Manager Floyd, the generator worked well during the fair. They are still waiting on a fuse that needs to be replaced and Director Wakefield reminded the 41st DAA the generator is still under warranty and needs to be handled that way. Kim Floyd stated Nick was working with the warranty and some new guy that they "really loved."

- c. Receive an update on the deposit for the grandstands and information regarding funding the purchase of the grandstands. Take action as necessary.

Director Wakefield noted that the grandstands have been addressed based on the above board order.

- d. Receive update from Susan Brown. Take action as necessary.

According to Director Wakefield, he has been talking with Susan Brown and will continue to update the board on her actions. He has indicated to Susan that the California Construction Authority will need to be included in discussions.

- e. Receive a quarterly financial report from the 41st DAA pursuant the Memorandum of Understanding dated September 20, 2016.

According to Fair Manager Floyd, this information was sent to the Recs District Board members via an email.

- f. Receive information regarding the hiring of contractors to repair the Arts and Crafts Building. Take action as necessary.

According to Director Wakefiled, this matter correlates with Old Business, item d.

5. **Committee Reports:**

- a. **Finance Committee** – Receive a report from the Finance Committee on any items that were discussed at their last meeting-no meeting was held since the last reporting period. 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 financial committee meeting since the last meeting.

- 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.

There had been no financial committee meeting since the last meeting

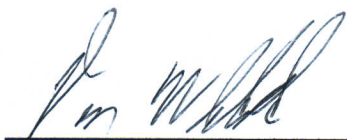
6. **Board Comments:** Members of the Board of Directors may comment on District business, request clarification, information or that items be included in future agendas. No action will be taken, but direction may be given to staff and items scheduled for future agendas.

Director Wier complimented the Fair on a successful event.


Director Wakefield expressed appreciation for Ted Grimes and felt all of the volunteer work this year was a “game changer”. He noted that one of the Ewes was inadvertently moved to the wrong truck, resulting in an unfortunate outcome. Director Wakefield apologized and took full responsibility for the error.

7. **Adjournment:** Adjourn to the next Regular Session meeting on September 22, 2022 at 6:00 p.m. at the Del Norte Fairgrounds Board Room.

Meeting adjourned at 6:27 pm.



PRESIDENT



SECRETARY

Del Norte County Fairgrounds Recreation and Park District.