

MINUTES
SPECIAL MEETING
October 15, 2024
Time: 4:00 pm (Convenes)
Meeting Officially begins at 4:15

Meeting Location
Del Norte Fairgrounds Board Room
421 HWY 101 North, Crescent City, CA 95531

Board of Directors

Doug Wakefield, President

Sabina Renner, Secretary

Donna Hopkins, Director

Michelle Camarena, Director

Cory Countess, Director

Administrative Assistant: Patti Vernelson

1. President Wakefield called the meeting order and took the roll. Directors present: Countess, Camarena, Hopkins, Wakefield. Directors absent: Renner. Public members present: Patti Vernelson, Kim Floyd.

1. **PUBLIC COMMENT PERIOD:** Members of the Public may address the Board of Directors on matters that we 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 until such items have been properly noticed for a future meeting agenda.
There were no public comments.

2. **Consent Agenda:** (Discussion/Action by Board). All items on the Consent Agenda will be approved in one motion unless a Board Member requests separate action on a specific item.
 - a. Approve the Minutes of the September 10, 2024, Regular Meeting of the Board.
 - b. Receive and review current account summary received from Coast Central Credit Union, statement period: 8/31/2024.
 - c. Receive and review Balance Sheet from DNCO as of August 31, 2024.
 - d. Receive and review CSFA Invoice in the amount of \$137.50 dated September 2024.
On the following polled vote, members voted to approve the payment:

Motion by: Director Hopkins; seconded by Director Countess.
AYES: Directors Hopkins, Camarena, Countess, Wakefield
NOES: None
ABSENT: Director Renner

3. **Regular Agenda:** (Discussion/Action by Board). Approval of payments requires a polled vote of the Board.

New Business:

- a. Receive letter from Coast Central Credit Union re Changes Affecting the Terms and Conditions of Your Business Account (DNCFRPD).
- b. Copy of check issued to the 41st DAA by the County of Del Norte, Auditor-Controller In the amount of \$113,000. This amount was not transferred to the District's CCCU Checking account but was transferred directly from county to 41st DAA.
- c. Discussion of process to transfer funds from DNCFRPD to the 41st. Consider and adopt a policy about how funds are to be transferred.

After discussion, and several edits requested, the Board members present unanimously approved the draft letter and asked staff to forward it to the 41st Board of Directors as a future protocol.

- d. Discuss and recommend appointments to the DNCFRPD to fill positions on the board, as follows: Donna Hopkins, Michelle Camarena, Cory Countess (Short Term). Direct staff to return the required, completed form to the Registrar of Voters no later than October 28, 2024.

On a Motion by Cory Countess, seconded by Michelle Camarena, the Board members present voted unanimously to return the completed form to the Registrar of Voters.

- e. Review and approve (requires a polled vote) the September 17, 2024, statement from the Del Norte County Registrar of Voters for Election Services for the November 5, 2024, election in the amount of \$210.00.

Motion by: Cory Countess Seconded by: Michelle Camarena

On a polled vote, members voted as follows: Director Hopkins: AYE

Director Camarena: AYE Director Countess: AYE Director Renner: Absent

President Wakefield: AYE

Old Business:

- a. Review Notes from the District's 2x2 committee on the LAFCo process to develop a Long-Range Funding Program and 5-year Capital Improvement Plan (2024-2029).
All members present voted to approve the draft 5-year Capital Improvement Plan, endorse the process required by LAFCO and to continue meeting with the 41st Board in 2x2 meetings.
- b. Other: **None**
- c. Committee Reports: Board Members
 1. Finance Committee – board report on 2x2 meeting with the 41st DAA members.

Discussed above. Board members present expressed interest in scheduling a strategic planning session with the 41st Board of Directors in January or February.

2. Public Relations Committee - None
3. Junior Livestock Auction Committee - None
- d. 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.
- e. **There being no further business, the President adjourned the meeting at 5:30 p.m.**

**Pursuant to the Americans with Disabilities Act, anyone requiring reasonable accommodation to 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, 707 464-9556, and the message will be forwarded to the District.