

**MINUTES
SPECIAL MEETING
February 24, 2025
TIME: 4:00 p.m.**

**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

Director Renner called the meeting order at 4:04 and took roll.

Directors present: Camarena, Hopkins, Renner.

Directors Absent: Countess, Wakefield

PUBLIC COMENT 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.

Rich Taylor, 41st DAA Vice President said, “Good job on LAFCO” and thanked the 2 x 2 board members (Donna and Michelle) who have been working on the project. He also wanted to informally ask board members present if they supported increasing the entrance fees to the Fair. The answer was a unanimous “no”, not at this time.

1. **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 January 28, 2025, Special Meeting of the Board.
Director Renner requested that the board take up items on Consent separately.

A Motion to approve the Minutes of 1/28/25 Minutes was made and carried unanimously by board members present.

- b. Receive and approve CSFA Invoice for Accounting and Business Services to prepare District year-end accountings for 2022-23 and 2023-24, in the amount of \$1,230 (Requires a polled vote).

A Motion was made by Director Hopkins and seconded by Director Camarena to approve the CSFA invoice. On a polled vote, members voted to approve as follows:

AYES: Director Hopkins, Director Camarena, Director Renner

NOES: None

ABSENT: Director Countess, President Wakefield

- c. Receive as information, monthly statements from Coast Central Credit Union for the months 10/31/2024 through 1/31/25.

Copies of monthly statements were available for review; no action was needed.

2. Regular Agenda:

a. New Business:

- 1. Receive final accountings for Fiscal Year 2022-23 and 2023-24 from the California Fair Services Authority, prepared by Renee Yi, CfSA accountant for the District.

This Item will be placed on the March 2025 agenda for discussion.

- 2. Discuss bills received from CfSA for estimated Liability Lump Sum payments and information received related to charges for Auto Liability and Workers Compensation. (Patti)

Questions were raised at the January meeting about the annual Lump Sum Liability bill. Patti contacted accountant Renee Yi, who reached out to the Risk Management Team Director. This was referred to John Quiroz. It was Kim's opinion that the WC's charges are for director liability. Patti and John will talk this week and hopefully figure out the charges for auto liability and WC.

- 3. Receive item for future funding consideration from the 41st DAA. Informational only.

This may be placed on the next agenda in March.

b. Old Business:

- 1. 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).

Director Hopkins, with input from Director Camarena, walked the group through the written Draft prepared, including Overview; Funding Program Objectives and Implementation; Revenue Generating Objectives and Implementation; Community Service Center and Emergency Shelter; Current Fairgrounds Layout and Facilities; Implementation. Also

included is a new 5-Year Capital Improvement Plan with supporting maps, pictures, financial statements from the District.

Director Hopkins will make several changes to the Draft and forward to staff, who was asked to send a revised version to George Williamson at LAFCO, with a cc: to all Board Members when this happens.

2. Follow up on the joint Strategic Planning Meeting held January 4, 2025. Discuss creation and form of Friends of the Fairgrounds donation request to be sent to community members.

Director Renner shared the Friends of the Fairgrounds community form that she and Kim Floyd put together. She sent it out to about 400 people in bills. There was a brief discussion about doing more work on the Friends request and including the option of people making monthly contributions through automatic bank transfers.

3. Receive Certificates of Appointment and Oath of Office documents from the County Clerk/Registrar of Voters, as approved by the Board of Supervisors on December 10, 2024, for newly elected board members Donna Hopkins, Michelle Camarena, and Cory Countess. Staff will return signed documents to the County Clerk/Registrar of Voters and make copies for the file.

Board members present along with board Secretary Renner signed the forms, which require the signature of President Wakefield. Ms. Vernelson will follow up with Director Countess and President Wakefield and file official copies with the Clerk's office.

4. Receive letter from the County of Del Norte regarding Form 700 Statement of Economic Interests due by 5 p.m. on or before Thursday April 1, 2025. Distribute copies to Board Members.

No action required. Board members commented they would most likely complete the Form 700 online.

5. 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.

- c. **Adjournment. There being no further business, Secretary Renner adjourned the meeting at 4:30 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.**

