

**MINUTES  
SPECIAL MEETING**

**April 7, 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

**President Wakefield called the meeting to order at 4:00 pm and took the roll.  
Directors present: Wakefield, Renner, Hopkins, Camarena, Countess  
Others present: Patti Vernelson, Kim Floyd**

**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.**

**1. Consent Agenda:** (Discussion/Action by Board).

Approve the Minutes of the March 10, 2025, Special Meeting of the Board.

**A motion to approve the Consent Agenda was made by Director Camarena, seconded by Director Countess. Motion was carried unanimously by all directors in attendance.**

**2. Regular Agenda:**

**New Business:**

a. Review and approve invoice from Kurt Elzner for annual website hosting and consulting services in the amount of \$270.00. This item requires a polled vote of the board.

**Motion to approve the invoice was made by Director Hopkins and Seconded by Director Countess. The action was carried on the following polled vote:**

**AYES: Directors Hopkins, Countess, Camarena, Renner, Wakefield.**

**NOES: None**

**There was a short discussion that this invoice is for the annual hosting costs for the District website, discussed at the March 10 meeting, and that the invoice included costs for working with staff to review and refine procedures for posting documents on the District's website.**

b. Receive annual accountings for FY 2022-23 from CSFA, per March agenda.

c. Receive annual accountings for FY 2023-24 from CSFA, per March agenda.

**Directors commented on the reports and asked when the board might receive partial accountings for 2024-25. Ms. Vernelson stated that CSFA could probably produce a report through March 2025, of current year expenditures and revenue prior to the May meeting. She will check with Renee Yi at CSFA.**

### **3. New Business:**

a. Approve a Budget Transfer in the amount of \$250,000 from the District's 2024-25 Fiscal Year Final Budget to the 41<sup>st</sup> DAA. This action requires a polled vote of the Board.

**A Motion to approve a funds transfer, from the District's 2024-25 Fiscal Year Final Budget, in the amount of \$250,000, to the 41<sup>st</sup> DAA was made by Director Hopkins, seconded by Michelle Camarena.**

**On a Polled vote of the Directors, the motion was approved unanimously.**

**AYES: Directors, Hopkins, Camarena, Countess, Renner, Wakefield.**

**NOES: None**

b. Approve the Board Order that authorizes the above transfer, to be signed by the Board President. Direct staff to work with the County Auditor-Controller to transfer funds to the District's Coast Center Credit Union Account and authorize CSFA to cut a check to the 41<sup>st</sup> DAA.

**The Board approved Item b. unanimously, with the following changes. The President will sign a copy of the Minutes prepared by staff, prior to the next regular meeting.**

c. Discuss Preliminary Budget for FY 2025-26, based on Final Budget for FY 2024-25. The District does not yet have accounting figures for 2024-25. Take action as needed.

**Directors asked to move a discussion of the 2025-26 Budget to the May Agenda.**

**There is no immediate deadline to adopt a preliminary or final budget.**

### **4. Old Business:**

a. Discuss steps necessary to move the LAFCO June process forward. Review document prepared by George Williamson. Take action as needed.

**Director Hopkins brought a new spreadsheet to distribute to Board members, based on her earlier conversation with George Williamson. She explained what LAFCO wants from the board and believes the District has now completed the work. Board members discussed the 5-year Capital Improvement Plan and Mr. Williamson's email, sent today.**

b. Follow-up on Job descriptions for Grant Writer position. Give direction to staff for

changes and distribution.

**Directors liked the new grant writer position as written and discussed how to distribute it in the community and to foundation contacts throughout the region. Staff will make changes, put together a list for outreach and begin distributing the position.**

- c. Follow-up on Friends of the Fairgrounds donation request and options for sending to community members.

**The Board discussed next steps to put together a Friends of the Fairgrounds outreach program to seek out monetary contributions and volunteers. Ms. Vernelson volunteered to work with Director Renner and come up with some ideas for reaching the broader community, through outreach to individuals and to community organizations. Ideas included posting on websites, handing out flyers at all events, asking for sponsorship of special events, programs. Ms. Vernelson said that is something the FRCR does very successfully (that helps defer costs of special events, like the community baby shower). The 2 boards would want to think about ways to also solicit annual memberships and what, if anything, donors would receive in return (a wallet-size card, a tax receipt)? This is a long-term project. Kim recently attended the Crescent City Women's Club and said there were people interested in volunteering. There is also a Weaver's Club that would like to sponsor a weaving/crocheting event at the fairgrounds. Rotary is going to do a tree-removal project. Developing a list of organizations to approach could be a next step. Director Renner also talked about using the booth out front as an "information" booth. Perhaps find a web designer who could help us develop a QR code that would take a person to the DFC Fairgrounds app, and to a contribution form. There are a lot of ideas to consider.**

- 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.

**As an FYI, Ms. Floyd discussed the recent protests that took place along the Fairground parking lot. There was alleged interference with a vendor with a valid permit. The CHP is in charge of permits to hold rallies, as the fairgrounds are on state property. Concerns were raised about future events and space used.**

**Adjourn the meeting. The Board set the next meeting date for May 6<sup>th</sup>, Tuesday, at 4:00 p.m., the first Tuesday in May. President Wakefield adjourned the meeting at 5:00 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.

