

**MINUTES
SPECIAL MEETING
March 10, 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 staff took role.
Directors present: Michelle Camarena, Cory Countess, Donna Hopkins, Doug
Wakefield**

Directors absent: Sabina Renner

Others present: Patti Vernelson, Kim Floyd, Rich Taylor, Mark Raintree

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 February 24, 2025, Special Meeting of the Board.

On a Motion by Michelle Camarena, seconded by Donna Hopkins, board members present voted unanimously to approve the Minutes of February 24, 2025.

2. Regular Agenda:

New Business:

a. Receive and Discuss final accountings for District Fiscal Year 2022-23 from the California Fair Services Authority, prepared by Renee Yi, CFSA accountant. Direct staff to forward questions or concerns to CFSA.

b. Receive and Discuss final accountings for District Fiscal Year 2023-24 from the California Fair Services Authority, prepared by Renee Yi, CFSA accountant. Direct staff to forward questions or concerns to CFSA.

Accounting reports were difficult to successfully download but are now printed for each fiscal year. A file will be prepared for board members and will be made available to each prior to the April 7th meeting.

c. Review bill(s) from CFSA for annual 2025 revised estimated Liability Lump Sum payments for liability (\$3306.52) and workers comp (\$99.00). Total bill is \$3,405.52. The revised bill removes auto insurance cost of \$825.00 from the District's 2025 statement. Discuss conversation of history between staff and John Quiroz, CSFA Director and the possibility of refunds for past costs.

Staff reported her conversations with John Quiroz, CSFA Director who looked into the billing with risk management and said that for some reason, auto liability charges were erroneously included. This seems to go back 10 + years to the initial set-up of the District, when ideas of the District's role were very different from what has actually happened. President Wakefield recalled this has been an issue in the past, was at some point resolved, but has now re-appeared. Most likely, it was an accounting error.

The question of whether there will be refunds issued for past years is not resolved.

This action to requires a polled vote.

The motion to make an annual payment of \$825.00 to CSFA was made by Director Hopkins and was seconded by Director Camarena.

The vote was carried by a polled as follows: Director Hopkins, yes.

Director Camarena, yes; Director Countess, yes; President Wakefield, yes.

Absent: Director Renner

d. Review and discuss the requested spreadsheet re Workers Compensation from CSFA re board member hours. Discuss additional document(s) requested by CSFA. Direct staff to return the form(s) when completed to CSFA.

To comply with the request from CSFA, Board members filled out individual estimates of hours volunteered. Staff will add up hours and fill out the form to submit to CSFA.

- e. Staff Report re District website. Consider moving the website to a different platform that is easier to use and post necessary documents. Direct staff to pursue options or keep current website where it sits.

The board discussed the DNCFPRD website and concerns expressed by staff that the current system is set up so that it is very difficult to post documents, requiring multiple steps. The original passwords are still in place from years ago. Staff expressed apologies for documents not posted in a timely manner and took responsibility for those compliance issues.

The current website is hosted by Kurt Elzner for \$150 per year.

Kim Floyd suggested that the DNCFPRD “give up” its existing website and create a special heading under the 41st DAA website. Mark Raintree attended the meeting and talked about that as a possibility. The 41st is planning to develop and post a new website, but the date for completion is uncertain. Mark suggested the DNCFPRD keep its website, pay the annual fee of \$150 due in April/May and move the site when the 41st website is done. Board members expressed support for the idea.

Discussion only, no board action needed.

- f. Discuss timeline for making a 2nd payment to the 41st DAA per the District’s FY 2024-25 Budget. Review process for transfer of funds to include in the timeline. Give direction to staff as needed.

Director Hopkins proposed transferring funds by May 2025. This will be on the District’s April Board Meeting agenda. Staff will prepare a Board Order authorizing the Auditor/Controller to transfer funds, per its policy, to the Coast Central Credit Union, for payment to the 41st DAA. The Board gave direction to staff to bring back the necessary paperwork.

- g. Discuss timeline for developing a Preliminary Budget for 2005-26. Consider convening a budget committee to work with staff before next meeting.

Directors discussed bringing back the Final Budget for 2024-25 and working on a Preliminary Budget at the next meeting.

Old Business:

- a. Review Final, revised draft submitted by Donna Hopkins and Michelle Camarena, 2x2 representatives with 41st DAA members, to develop a Long-Range Funding Program and 5-year Capital Improvement Plan (2024-2029), per LAFCO process. See additional requests from George Williamson, LAFCO Director, that require further action.

Director Hopkins will send a re-worked draft to George Williamson for his review and comments before the April meeting. The Board discussed the 2x2 meeting and the attendance of Barbara Lopez, County Tax Collector. Ms. Lopez explained what options the District has re

investments after it removes funds from “Reserve” to “Expendable”. The consensus seemed to favor letting the County continue to invest the funds; trying to go in another direction would be costly and time-consuming. Director Hopkins said she had good materials to share from Ms. Lopez.

- b. Receive as information, job descriptions for Grant Writer position. Make changes as needed and direct staff on distribution.
This issue was not taken up. The Board will consider at a future meeting.
- c. Discuss Friends of the Fairgrounds donation request and options for sending to community members.
This agenda item was not taken up. Staff will place on a future agenda.
- d. Staff Report: Certificates of Appointment and Oath of Office documents from the County Clerk/Registrar of Voters were signed by President Wakefield returned to the County Clerk and to Board Members.
Documents were signed, copied and filed with the County Clerk/Recorder by staff. Board members elected received official copies of their individual appointments.
- e. 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.

Adjournment. Set the next meeting date. Consider schedule for the next 3 months. There being no further business, President Wakefield will adjourn the meeting.

The next meeting was set for Monday, April 7th, 2025. 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.**

/s/ Patricia Vernelson
Staff to the Board of Directors.