

DNCFRPD

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT

421 Hwy 101 North
Crescent City, CA 95531

Website: <https://dn CFRPD.org>

Phone 707-218-8494

AGENDA 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 will call the meeting order and take the roll.

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.

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.

- 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).

Motion by: Seconded by:

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

Director Camarena: Director Countess: Director Renner: President

Wakefield:

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

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

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).
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.
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.
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.
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, the Secretary will adjourn the meeting.

****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.**