

# **DNCFRPD**

## **DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT**

421 Hwy 101 North  
Crescent City, CA 95531

Website: <https://dnctrpd.org>

Phone 707-218-8494

---

### **REGULAR AGENDA**

**Tuesday, JUNE 10, 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

1. President Wakefield will call the meeting order and take the roll.
2. **PUBLIC COMMENT PERIOD:** Members of the Public may address the Board of Directors on matters that are 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.
3. **REGULAR AGENDA:** (Discussion/Action by Board). Approval of payments requires a polled vote of the Board.

#### **New Business:**

1. Approve the Minutes of the Special May 6<sup>th</sup>, 2025, Board Meeting.
2. Review and approve Invoice # 9915 dated 6/5/25 for \$191.25 from Raintree Solutions, Inc., for work with staff to create a District account on District Apple laptop, file organization, website posting process and documenting steps for web site posting.  
Polled Vote: Camarena:      Countess:      Hopkins:

Renner: Wakefield:

3. Consider the proposal submitted by Raintree Solutions, Inc., to provide consulting services to the District on an as-needed basis, rate of \$85/hour, for Fiscal Year 2025-26, with a budget cap of \$2,000.

Polled Vote: Camarena: Countess: Hopkins:

Renner: Wakefield:

4. Review and approve the Agreement for administrative services between the Del Norte County Fairgrounds Recreation and Park District and Patricia Vernelson, for the term December 2024 through November 30, 2025.

Polled Vote: Camarena: Countess: Hopkins:

Renner: Wakefield:

5. Review and approve the bill submitted by Patricia Vernelson for reimbursable costs advanced and administrative services performed for the period June 1, 2024, through June 30, 2025, in the amount of \$1,792.00.

Polled Vote: Camarena: Countess: Hopkins:

Renner: Wakefield:

6. Consider moving the District's files to a location that is accessible to the public. Give direction to staff on next steps.

7. Review and discuss Letter of Interest and grant writing proposal from Mike Bahr.

8. Review and discuss Letter of Interest in the grant writing position and resume from Amanda LeBlanc.

9. Per Director Countess: Introduce Arielle Dee Gonzalez and discuss his proposal to fund a marketing consultant and create a marketing budget line to support outreach, social media, and long-term funding efforts that help sustain the 41<sup>st</sup> DAA. Discuss next steps, including scheduling a meeting with the 41<sup>st</sup> DAA staff and board members to consider how this could support their work.

## **Old Business:**

1. **LAFCO**

Report by Directors Hopkins and Camarena re conversations with LAFCO staff re the public hearing re-scheduled for July 28<sup>th</sup>, 2025. Discuss the District plan to secure LAFCO approval of both a) the removal of the "reserve" designation from District funds, and b) the new 2025 MSR/SOI Update. Take action as needed.

2. **Preliminary Budget 2025-26.**

Review, change, approve proposed 2025-2026 Preliminary Budget. Consider final budget figures over the summer after all year-end figures are reported and all Board proposals for special funding are worked out. Bring Final Budget back to the Board

for approval in September 2025. Consider holding a budget sub-committee meeting  
In August or September.

Budget approval is considered on the following Polled Vote:

Camarena:   Countess:       Hopkins:  
Renner:     Wakefield:

**3. Committee Reports: Board Members**

- a. Finance Committee
- b. Public Relations Committee
- c. Junior Livestock Auction Committee

**4. 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.

**5. Set next meeting date.**

**6. There being no further business, the President 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 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. \*\***