

# **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

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### **AGENDA 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 will call the meeting to 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).

Approve the Minutes of the February 24, 2025, Special Meeting of the Board.

**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.
  
- 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.

This action requires a polled vote.

Motion to approve made by:                      Seconded by:

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

Director Camarena:    Director Countess:    Director Renner:    President

Wakefield:

- 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.
- 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.
- f. Discuss timeline for making a 2<sup>nd</sup> payment to the 41<sup>st</sup> DAA for the District's FY 2024-25. Review process for transfer of funds to include in the timeline. Given direction to staff as needed.
- g. Discuss timeline for developing a Preliminary Budget for 2005-26. Consider convening a budget committee to work with staff before next meeting.

**Old Business:**

- a. Review Final, revised Draft submitted by Donna Hopkins and Michelle Camarena, 2x2 representatives with 41<sup>st</sup> DAA members, to develop a Long-Range Funding Program and 5-year Capital Improvement Plan (2024-2029), per LAFCO process. See additional requests from Geroge Williamson, LAFCO Director, that require further action.
- b. Receive as information, job descriptions for Grant Writer position. Make changes as needed and direct staff on distribution.
- c. Discuss Friends of the Fairgrounds donation request and options for sending to community members.

- 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.
- 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.

\*\*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.