

Del Norte County Fairgrounds Recreation and Park District

MINUTES, Regular Meeting

Tuesday, June 10, 4:00 p.m.

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 called the meeting to order and took the roll.
Board Members Present: Camarena, Countess, Hopkins, Wakefield
Board Members Absent: Renner
Others Present: Patti Vernelson, Kim Floyd, Rich Taylor, Amanda LeBlanc, Arielle de Garcia.
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.
There were no public comments.
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 6th, 2025, Board Meeting.
On a motion by Director Camarena, 2nd by Director Countess, the board members present voted unanimously to approve the Minutes.
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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.
3. **On a motion by Director Hopkins, 2nd by Director Countess, Board members approved paying Invoice #9915 on the following Polled Vote: Camarena: Yes/ Countess: Yes/ Hopkins: Yes/ Wakefield: Yes/ Renner: Absent**

4. 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.
Board members asked if the District needed a dedicated tech person. Staff said it was helpful to re-establish a connection to the MAC belonging to DNCFRPD and to learn how to post on the website. It could be helpful to have someone “on call”. There is an upper limit to the budget amount.
On a Motion by Director Camarena, 2nd by Director Countess, the Board approved the proposal on the following Polled Vote: Camarena: Yes/ Countess: Yes/ Hopkins: Yes/ Wakefield: Yes/ Renner: Absent
5. 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.
On a Motion by Director Countess, 2nd by Director Hopkins, the Board approved the Agreement on the following Polled Vote: Camarena: Yes/ Countess: Yes/ Hopkins: Yes/ Wakefield: Yes/ Renner: Absent
6. 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.
Ms. Vernelson explained that this bill included her time for the past year and also a charge of \$191 for the annual cost of the District’s post office box rental, which she put on her personal credit card.
On a Motion by Director Countess, 2nd by Director Hopkins, the Board approved the bill submitted on the following Polled Vote: Camarena: Yes/ Countess: Yes/ Hopkins: Yes/ Wakefield: Yes/ Renner: Absent
7. Consider moving the District’s files to a location that is accessible to the public. Give direction to staff on next steps.
The Board discussed issues related to moving the files to the Fairgrounds Administrative Office, and decided that was the best option going forward. If someone from the public wants access to board materials, they can ask, and a member of the Board or staff will attempt to find what is needed. Working out a system for copying and recording public requests can be developed. On a motion by Director Camarena, 2nd by Director Countess, Board members present voted unanimously to move District files to the DAA Admin Offices. Several boxes will be moved right away.
8. Review and discuss Letter of Interest and grant writing proposal from Mike Bahr.
Board members reviewed the information sent by Mr. Bahr and asked staff to contact him and see what his availability is to meet with a small committee, as soon as it can be arranged. Staff will contact Mike and report back.

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

Amanda addressed the board and explained that she has been a grant writer for 30 years. She is involved with the DN Rape Crisis team and has worked on emergency response grants. She is aware of fed/state/local grant processes. DN Co. is in a good position to seek grants, even though federal grants are being reworked and are currently up in the air. The county is rural, underserved, with many residents at/below poverty levels. Ms. LeBlanc said she would like to be considered to be hired by the District as an independent contractor and thanked the Board for its time.

Kim Floyd recommended focusing on the need for ADA compliance and updates, not totally on resiliency.

10. 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 41st DAA. Discuss next steps, including scheduling a meeting with the 41st DAA staff and board members to consider how this could support their work.

Ms. Gonzalez talked about Orchid Marketing, her business and the local work she's done over the years. She doesn't have an office, works out of her home, so keeps overhead low. She has worked with Casinos, Chamber of Commerce, Dutch Gardner and others to create billboards, logo design, rebuild websites, manages Yelp accounts. She would love to offer her services in a way that might be a good fit. Board members expressed the need to work with the fair board and Kim to see if this could be useful.

Old Business:

1. **LAFCO**

Report by Directors Hopkins and Camarena re conversations with LAFCO staff re the public hearing re-scheduled for July 28th, 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. Act as needed.

Director Hopkins explained that she and Director Camarena are working on drafting a History of the Fair and the District's role in administering the sales tax passed, including how to support the Fair in the long-term. No action was 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.

A Preliminary Budget was presented by Ms. Vernelson. There were a few line items to discuss, including special district operating costs. The Board included

\$30,000 for grant writing and approved adding a line item for marketing with \$5,000 in this FY. A few changes are needed. PV will work with Director Hopkins to finalize and send into the Auditor's office. The Final Budget will be considered and adopted in September 2025.

On a Motion by Director Hopkins, 2nd by Director Countess, the Board approved the draft budget with changes discussed on the following Polled Vote: Camarena: Yes/ Countess: Yes/ Hopkins: Yes/ Wakefield: Yes / Renner: Absent

3. Committee Reports: Board Members

- a. Finance Committee
- b. Public Relations Committee
- c. Junior Livestock Auction Committee – **Director Countess reported that everything is a go. Next meeting is July 14th, Saturday will be a workday. All looks good.**

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. Next meeting will be held on July 15th at 4:00 p.m.

6. There being no further business, the President adjourned the meeting at 6:02.

****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. ****