

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

MINUTES

SPECIAL MEETING

Tuesday, May 6th, 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 called the meeting order at 4:00 p.m. and took the roll. All Board members were in attendance. Others in attendance: Patti Vernelson**

2. **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.**

3. **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 April 7 Special Meeting of the Board.

On a Motion by Director Camarena, seconded by Director Hopkins, the Board unanimously approved the Consent Agenda, Item a., Minutes of the April 7th Special Board Meeting.

- b. Receive and review current account summary received from Coast Central Credit Union Summary, July 2024-April 2025.

Item b was removed from the agenda.

- 4. **Regular Agenda:** (Discussion/Action by Board). Approval of payments requires a polled vote of the Board.

New Business:

- a. Consider request by Director Wakefield to discuss and take appropriate action as needed to replace the lights around the rodeo area.

There was a long discussion about replacing the lights, including what is the reason to replace? Can lightbulbs be replaced or do poles have to be replaced as well. Quotes were received by Kim Floyd, 41st DAA CEO from contractor Neil Goodman, there were questions about whether incentives were available, and if it would be possible to make a deal with Pacific Power to use its equipment to do any work. The Goodman estimate seemed high to board members. Currently there are 36 lights, 6 poles. Given uncertainties, this issue was tabled until the cost of lightbulbs is known, and more information is gathered.

- b. Review and adopt Preliminary Budget for fiscal year 2025-2026. Discuss about draft budget prepared by staff. Directors said the number added to the line item for transfer to the 41st DAA was higher than normal, which is usually \$250,000 annually. Budget numbers for admin and operations, tech assistance, grant writing potential will be evaluated in more detail before the June meeting. No action was taken on the preliminary budget. Final figures of expenditures will be available after the June 30 fiscal year ends.

Old Business:

LAFCO

- a. Receive as informational, a copy of the 2020 Municipal Service Review and Sphere of Influence Update, Del Norte LAFCO.
- b. Receive as informational. A copy of the Scope of Work and bill to the District dated July 2024 submitted by LAFCO to move the MSR process forward.
- c. Report from Director Hopkins re communications with George Williamson from LAFCO. Review recent emails from George Williamson, LAFCO staff, re documents needed from the District. Discuss director questions about the

upcoming LAFCO public hearing and any further action needed by the District.

Board members Donna Hopkins and Michelle Camarena, members of the 2x2 with the 41st DAA, have finished work the requested by LAFCO and have submitted it for approval. A public hearing will be held in June when the LAFCO Board will 1) consider a Resolution to move the reserve restriction from district funds; 2) Approve the 5-year District MSR/SOI Update. Information will be presented at the Board's June meeting.

OTHER

- a. Discussion re Grant Writer position
The position is posted on the 41st website and the District website. It was sent to all Directors to distribute to a larger circle of personal contacts. Staff sent this out to NORCAN, multiple local nonprofits and to the Humboldt Area Foundation to share with its partners. The name of Tara Johnson out of Coos Bay came up as a possibility for follow-up.

- b. Discussion re Friends of Fairgrounds fundraising efforts
There was a brief discussion of what it would take to create a strategic plan to launch a coordinated effort to raise funds. Director Countess stated that he would like to see the board and 41st explore finding a marketing contractor to support those efforts. He has spoken with a marketing contractor who has done work for other organizations and would like to talk with her about the Fair possibilities. There will be more to come on this next meeting.

- c. Committee Reports: Board Members
 1. Finance Committee
 2. Public Relations Committee
 3. Junior Livestock Auction Committee - **report by Director Countess.**

- d. 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.

- e. Set next meeting date.

- f. **There being no further business, the President adjourned the meeting to June 3rd, 2025.**

**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.