

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

AGENDA, SPECIAL MEETING
Wednesday, September 10th, 4:00 p.m.
Del Norte Fairgrounds Board Room
421 HWY 101 North, Crescent City, CA 95531

Join the Meeting via Zoom
<https://us06web.zoom.us/j/5971831671?omn=86482065610>
Meeting ID: 597 183 1671

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 the meeting order** at 4:00 p.m. and take roll. Introduction of guests.
2. **PUBLIC COMENT 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. **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 following Minutes: Special Meeting, July 15, 2025; Special Meeting, July 28th, 2025 (LAFCO); Special Meeting, August 2nd, 2025.
4. **NEW BUSINESS: TIMED ITEM: 4:15 p.m. – Zoom Meeting with Nick Vogel, District Grant Writer - Discussion regarding creating a nonprofit 501(c)(3).**

- a. Discuss and take specific actions based on suggestions prepared by Nick Vogel.
 - 1. Vote of the Board to move forward and establish a nonprofit organization 501(c)(3) that will create opportunities to pursue grant funding and larger fundraising efforts that support the Del Norte County Fairgrounds, facilities and programs.
 - 2. Review and approve the expenditures of \$700.00 for initial incorporation costs to the State of California and to the Internal Revenue Service. Costs are broken down as follows:
 - \$50 to the California Secretary of State, to register the nonprofit on the Charitable Registry;
 - \$30 to the Internal Revenue Service, to file the Articles of Incorporation;
 - \$20 to the California Attorney General, to file the Statement of Information.
 - \$600 to the Internal Revenue Service, to request tax-exempt status from the IRS.Action requires a polled vote of the Board.
 - 3. Discuss and act on items that need attention between now and October board meeting, memo from Nick Vogel dated 9/8/2025.
 - 4. Review and approve the bill dated 9/2/25, submitted by Nick Vogel for fund development services in August, 20025, in the amount of \$794.70.
 Action requires a polled vote of the Board.

- b. At the request of President Wakefield: Review resume of Sara Barbour, consider entering into an agreement for Professional Services beginning on a date TBD. Assuming board approval, ask staff to bring an agreement for professional services and an outline of tasks needed to complete a successful job transfer to the October board meeting.

5. **Old Business:**

a. **Fair Review/Wrap Up – Board Members and Kim Floyd, CEO, 41st DAA**

b. **LAFCO**

- 1. Receive signed copy of Del Norte Local Agency Formation Commission Resolution 25-02, Amending Resolution 14-02: Approval to Form the Del Norte County Fairgrounds Recreation and Park District To Remove the Reserve Fund Condition. Staff will forward the signed resolution to the Del Norte County Auditor-Controller and accountants at the California Fair Services Authority.
- 2. Receive copy of the Final Municipal Services Review, dated August 2025, as approved at the July 28th LAFCO Meeting. The MSR will be posted on the District’s website.
- 3. Review/Discuss the Final Cost Analysis bill submitted by LAFCO in the amount of \$3,330.50. Approval of payment requires a polled vote of the Board.

c. **BUDGET - Review/Adopt Final Budget for Fiscal Year 2025-2026.**

The proposed Final Budget submitted reflects increases to expenditures to cover additional 2025-2026 LAFCO services.

Approval requires a polled vote of the Board.

d. **Committee Reports:**

- 1. Finance Committee
- 2. Public Relations Committee

3. Junior Livestock Auction Committee

- 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.
- f. Set meeting dates for remainder of 2025.
- g. The President will adjourn the meeting if there is no further business.

**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.