

DNCFRPD

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT

421 Hwy 101 North

Crescent City, CA 95531

Website: <https://dnfrpd.org>

Phone 707-218-8494

AGENDA, SPECIAL MEETING

Thursday, November 20, 5:00 p.m.

Del Norte Fairgrounds Board Room

421 HWY 101 North, Crescent City, CA 95531

In accordance with the requirements of California Government Code Section 54950, et seq., notice is hereby given of a Special Teleconference Meeting of the Del Norte County Fairgrounds Recreation and Park District Board of Directors to be held on Thursday, November 20, 2025, at 5:00 p.m., at 421 Hwy. 101 N, Crescent City, CA, and at the following location:

1500 Spa Road, Niland, CA 92257

Join the Meeting via Zoom

<https://us06web.zoom.us/j/5971831671?omn=86482065610>

Meeting ID: 597 183 1671

Board member participation: 1500 Spa Road, Niland, CA 92257

Board of Directors

Doug Wakefield, President

Sabina Renner, Secretary

Donna Hopkins, Director

Michelle Camarena, Director

Cory Countess, Director

Administrative Assistants: Patti Vernelson, Sara Barbour

1. **President Wakefield will the meeting order** at 5:00 p.m., take roll and introduce 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).

- a. Approve the Minutes of the Regular Board Meeting held October 14, 2025.

4. **NEW BUSINESS:**

- a. Approve the Board Order authorizing the transfer of \$150,000 from the District to the 41st DAA, as requested in the attached letter dated October 22, 2025. This allocation is included in the District's Final 2025-2026 Budget. The signed Board Order will be forwarded to the County Auditor, to the 41st DAA Board, and to the California Fair Services Authority. This action requires a polled vote of the Board.
- b. Approve the attached Invoice dated 11/10/2025, submitted by Nicholas Vogel for fund development services during the month of October 2025, in the amount of \$757.20. This action requires a polled vote of the Board.
- c. Approve the allocation of \$1,000 in District funds (from Line 69030-11-900-A, Grant Support) to Coast Central Credit Union to open a bank account in the name of "Friends of Del Norte Fairgrounds". Approve the attached Letter to CCCU requesting that Board Members have signature authority and Sara Barbour, administrative assistant, has access to receive access to account information. Provide CCCU with any additional information requested to establish the nonprofit Savings/Checking account. This action requires a polled vote of the Board.
- d. Approve the Letter to Coast Central Credit Union adding Sara Barbour to the list of people allowed to have electronic or in-person access to the Del Norte County Fairgrounds Recreation and Park District Savings/Checking account, #90-7224/3211. Remove Patricia Vernelson, administrative assistant, from account access, effective November 30, 2025.
- e. Approve the Invoice 9974 from Raintree Solutions, LLC, for computer/tech services on 11,11, 2025, in the amount of \$127.50. This action requires a polled vote of the Board.

5. **OLD BUSINESS:**

- a. Receive 2024-2025 Year-End Fiscal Reports from California Fair Service Authority, if/when finalized. The Board will discuss the reports when it has had time to review them.
- b. Receive Board Report from Nick Vogel, Grant Writer, about work done during October and discuss various issues related to grants sought, fairgrounds work, other issues relevant. Staff comments are included in writing as suggestions going forward with the nonprofit.
- c. Receive Staff Report from Patti Vernelson about transition support for the District and new administrative assistant Sara Barbour.
- 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 date for December 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 a message will be forwarded to the District.