

# **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**

#### **Monthly Meeting**

**Tuesday, July 15, 2025, 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 to order at 4:00 p.m. and took the roll.**  
**Directors present: Camarena, Countess, Hopkins, Wakefield**  
**Directors absent: Renner**  
**Others present: Kim Floyd, CEO, 41<sup>st</sup> DAA, Rich Taylor, Member, 41<sup>st</sup> DAA**  
**Board of Directors**
- 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.  
**Kim Floyd reported that Garrett Scott came and looked at the ACE pavilion. She brought up the possibility of looking into whether some of the buildings scheduled to be torn down at old mills could be re-purposed and used at the Fairgrounds, as the inner structures are redwood.**
- 3. REGULAR AGENDA:** (Discussion/Action by Board).  
**New Business:**
  - a. Approve the Minutes of the Regular June 10, 2025, Board Meeting.  
**On a motion by Director Camarena, 2<sup>nd</sup> by Director Hopkins, the Board voted unanimously to approve the Minutes.**

4. **Old Business:**

a. **LAFCO**

- Report from Directors Hopkins and Camarena re communications with George Williamson from LAFCO and updates related to the July 28, 2025, Public Hearing. Act if needed.

**Directors discussed the upcoming LAFCO hearing on July 28<sup>th</sup>, at 4:00 p.m. President Wakefield said he had spoken with George Williamson about the meeting on June 2<sup>nd</sup> and asked why the LAFCO board continued the public hearing until July.**

**There was apparently a misunderstanding about what the LAFCO board wanted, which is not what the District board (or the 2x2 committee members) understood. LAFCO members are looking for sustainability at the end of the next 5-year period, rather than to show that all projects in the Capital Improvement Plan are completed but district funds are then depleted. LAFCO Board members want to know how long current funds will last and if other funds will be pursued (grants, fundraising). 2x2 members Hopkins and Camarena have re-worked the 5-year CIP to show money will be spent on capital improvements conservatively, while seeking grants, using district fund balance revenues as “match” to secure new funds. This should address the need to support both Fair operating costs and capital improvement needs.**

**Directors asked staff to agendize and post their meeting on July 28<sup>th</sup>, to allow for all board members to attend the LAFCO public hearing.**

**Kim Floyd stated that she, Rich Taylor and Randy Hatfield will also be attending the meeting.**

b. **Grant Writing Position**

**\*\*Discuss grant writer applicants and act if needed.**

**The board discussed all three grant applicants who submitted materials and met with board members, at the June 10 meeting (Amanda LeBlanc), or in special small committee meetings (Mike Bahr and Nick Vogel).**

**Board members liked all three candidates; felt they have good options and hard choices. Members like Nick Vogel's depth of experience in Humboldt County and the successful grants he has pursued with private/family foundations. In addition to emergency response (OES) and ADA needs that have been discussed, Nick proposed focusing on regional grants that emphasize the Fair's value to the community and its families.**

**On a motion by Director Countess, 2<sup>nd</sup> by Director Hopkins, the Board voted to enter into a contract with Nick Vogel, at the rate of \$50/hour for a total amount not to exceed xxxx (to be determined), on the following polled vote:**

**Camarena: Yes/ Countess: Yes/ Hopkins: Yes/ Wakefield: Yes/ Renner: Absent**

**Re the mechanics, staff will let Nick he was selected. Ask him to prepare an MOU for Board members to consider at its Thursday, July 31<sup>st</sup>, meeting, 8:00 a.m. in the upstairs Board Room.**

**Nick is invited to attend the Fair, any of the 4 days. There will be a Pass waiting for him. One or more board members will meet Nick and give him a tour of the facilities on the day he can come. Board members asked staff to contact all applicants, let them know the board's decision, and thank them for their interest.**

c. **Marketing Proposal**

The Board included \$5,000 in its 2025-26 Budget for Marketing support to help to help sustain outreach and fundraising for the 41<sup>st</sup> DAA. Discuss options for next steps.

**There was a brief discussion of marketing and supporting the Friends of the Fairgrounds outreach, but due to time constraints, and the need to include members of the 41<sup>st</sup> DAA and the Fair CEO in the conversation, the item was continued to the next meeting.**

d. **Staff Reports:**

Several boxes of District records dated from 2013 – 2020 were moved into the Fair District offices. A file with specific documents related to the history of LAFCO and the District was put together for Directors.

Final Preliminary Budget changes were approved by Director Hopkins, and the Budget was submitted to Clint Schaad at the County Auditor's Office and to Renee Ye at CSFA.

**Director Hopkins requested that all District boxes be moved to Fairgrounds administration.**

- e. Committee Reports: Board Members
  - 1. Finance Committee
  - 2. Public Relations Committee
  - 3. Junior Livestock Auction Committee – **Saturday the 19<sup>th</sup> is a workday.**
  
- f. 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.
  
- g. Set next meeting date. **The Board will skip holding a meeting in August. The next regular meeting will be set for September 19, at 4:00 p.m.**
  
- h. There being no further business, the President will adjourn the meeting. **The meeting was adjourned at 4:30 p.m.**

**\*\*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.**

