

REGULAR MEETING AGENDA

**Del Norte Local Agency Formation Commission
Board of Supervisors Chambers
981 H Street, Suite 100, Crescent City, CA 95531
January 25, 2016 4:00 pm**

1. Call to Order/Roll Call
Appointment of Chair and Vice Chair for 2016
2. Public Hearings
 - A. Crescent City Water Service Extension to the Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) Properties (ATTACHMENT 2A)
3. Regular Business
 - A. Approval of November 30, 2015 Draft Minutes (ATTACHMENT 3A)
 - B. 2016 Meeting Dates (ATTACHMENT 3B)
 - C. Budget Transfer Request (ATTACHMENT 3C)
4. Inquiries, Correspondence, Application Status and Referrals
 - A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.
 - Gasquet CSD MSR & SOI In progress
 - Klamath FPD MSR & SOI In progress
 - New Del Norte LAFCo Website & Staff Emails (ATTACHMENT 4A)
 - B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).
 - D. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.
5. Adjournment

DEL NORTE
LOCAL AGENCY FORMATION COMMISSION
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
execofficer@delnorte.lafco.ca.gov

AGENDA ITEM 2A

MEETING DATE: January 25, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: City of Crescent City Water Service Extension to the Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) Properties

SUMMARY

The Commission will consider an application from the City of Crescent City to extend water service to the Elk Valley Rancheria's Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) properties. The subject parcels are located near the intersection of U.S. Highway 101 and Humboldt Road approximately one mile south of Crescent City, within the City's existing sphere of influence (SOI) (Attachment 1).

The LAFCo Commission may authorize a district to provide new or expanded services by contract or agreement outside its jurisdictional boundaries, but within its sphere of influence in accordance with G.C. 56133.

RECOMMENDATION

This item has been agenzied for consideration as part of a noticed public hearing. The following procedures are recommended with respect to the Commission's consideration of this item:

- Receive verbal report from staff
- Open the public hearing and invite testimony.
- Discuss item and continue or close the hearing and - if appropriate - consider action on recommendation.

Staff has identified three options for Commission consideration with respect to the proposal:

- (1) Continue consideration of the item to the next regular meeting and provide direction to staff for additional information as needed.
- (2) Adopt the draft resolution identified as Attachment 3 approving the proposal with conditions along with any other changes requested by the Commission.
- (3) Disapprove the proposal.

BACKGROUND

The Martin Ranch and Ocean Way Motel properties are held in trust by the United States of America for the benefit of the Elk Valley Rancheria (Tribe). The Tribe has long planned to develop a casino and resort on the Martin Ranch property and has no current development plans for the Ocean Way Motel property, which is currently vacant. On November 30, 2015 the

LAFCo Commission approved a County Service Area (CSA) No. 1 SOI Amendment and sewer service extension to serve the subject properties. Both properties are located within the Crescent City SOI; Martin Ranch (APN 115-020-28) is also within the Bertsch-Ocean View CSD (BOVCSD) SOI, however the Ocean Way Motel property is not.

In April 2015 the City approved a MOU with the Tribe to provide water to the Martin Ranch by wheeling water through the BOVCSD pipes. In 2011 the Coastal Commission approved an Amendment to the County's Local Coastal Program (LCP) in order to allow public services (i.e. water and sewer) to the Martin Ranch and Ocean Way Motel parcels as they are currently located outside of the urban services boundary (DNC-MAJ-1-10). The policy amendment was an exception to provide public services only to the two identified parcels with no additional laterals to be provided to adjoining or nearby parcels to prevent growth inducement outside of the designated urban boundary.

Correspondence Received

LAFCo staff received two letters in response to the agency referrals distributed for the proposal (Attachment 2). The December 30, 2015 letter from the Elk Valley Rancheria supports the City's proposal. The January 19, 2016 letter from BOVCSD's legal counsel requests that the proposal be continued to allow the BOVCSD Board time to respond and comment on the application.

DISCUSSION

Reasons for Proposal

Since the City of Crescent City is the only water service provider with both the Martin Ranch and Ocean Way Motel properties in its SOI, the City wishes to provide water services to these properties. It has been the intention of the Tribe to connect to the public water system since the early stages of planning to re-locate the Elk Valley Casino to the Martin Ranch parcel.

Water System Infrastructure

The Martin Ranch is currently served through existing water infrastructure, located along Roy Avenue. The Ocean Way Motel has a well. Water pipes would need to be extended to the Ocean Way Motel along Humboldt Road or on the Tribe's Martin Ranch property in order to serve the Ocean Way Motel. The existing water system components consist of a 12-inch supply pipeline, a booster pump, one above ground steel reservoir, and a looped distribution system which consists mostly of 8-inch diameter pipe.

It is anticipated that at full build out the water connection and pipe size would be in the range of 2-inch to 6-inch diameter and would be connected at an appropriate location along existing lines in Roy Avenue. If necessary, the booster pump located along Elk Valley Road may require an expansion (as disclosed in the 2008 Environmental Impact Statement (EIS)). The major on-site water supply system components would consist of 3-inch to 4-inch pipeline connection, an on-site reservoir (in ground or at grade) with the capacity of 500,000 to 700,000 gallons, a booster pump for potable water and fire, electrical service to operate to on-site pump stations, and an emergency diesel generator for power outages. According to the Water Study attached to the EIS, it is not anticipated that significant system improvements would be necessary (EIS Appendix L). It is anticipated that the resort project will utilize 27 Single-Family-Equivalent (SFE) units. The City has documented that it has the capacity available to serve the proposed project and the service extension would not impact the City's ability to provide water services to existing or future development within its service area.

Only off-site improvements related to the Tribe's development plan are under the County's purview, such as the extension of water lines to the property. The Tribe would pay applicable connection fees and regular monthly service fees and for any infrastructure upgrades necessary for extension to the Ocean Way Motel property.

Environmental Review

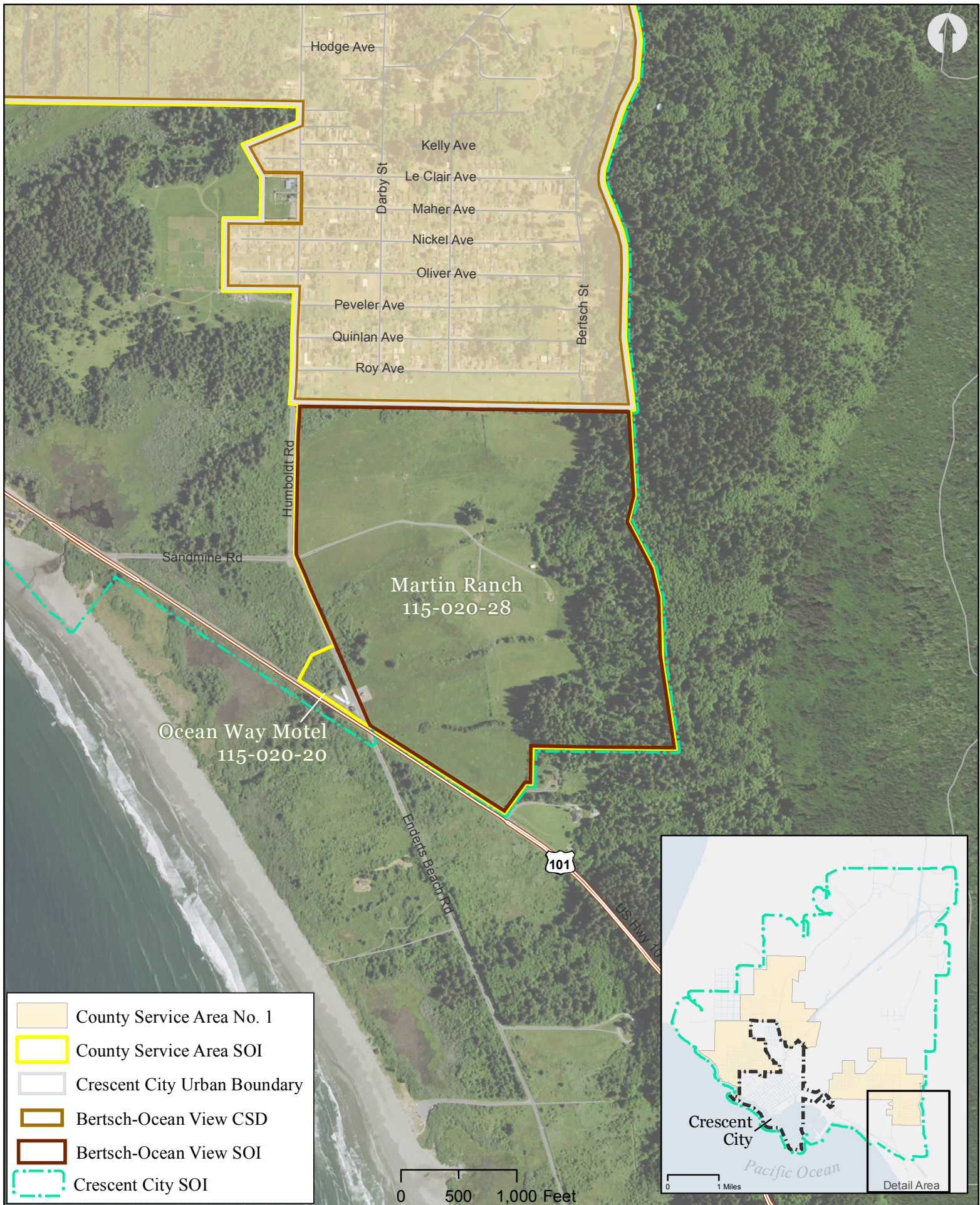
The proposal is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)3 because it can be seen with certainty that there is no possibility that the activity in question will have a significant effect on the environment. Additionally, the proposed out of agency service approval implements a prior LCP Amendment authorizing the extension of services to the properties. The County prepared and adopted a Negative Declaration (SCH #2010032096) for the LCP text amendment to allow the extension of public water and sewer beyond the urban services boundary to serve the Tribe's proposed casino and resort on the Martin Ranch property. The Tribe's Martin Ranch casino and resort on-reservation impacts are exempt from review under CEQA (GC Section 12012.25(g)). The off-reservation impacts were evaluated in an Environmental Impact Statement prepared in accordance with the National Environmental Policy Act (NEPA) which was approved by the federal government in a Record of Decision dated January 4, 2008. Given that the proposed service extension and subsequent development has been evaluated in accordance with CEQA and NEPA and there have been no project changes that would increase impact significance, no additional environmental analysis is required.

Attachments

Attachment 1: Proposed Crescent City Water Service Extension Location Map

Attachment 2: Correspondence Received

Attachment 3: Draft Resolution 16-01



Proposed Crescent City Water Service Extension

PLANWEST
PARTNERS, INC.

Date: 1/20/2016

Sources: Boundaries: Del Norte County

Elk Valley Rancheria, California



2332 Howland Hill Road
Crescent City, CA 95531

Phone: 707.464.4680
Fax: 707.465.2638
www.elk-valley.com

December 30, 2015

VIA POSTAL SERVICE

Del Norte Local Agency Formation Commission
Attn: George Williamson
1125 16th Street, Suite 202
Arcata, California 95521

Re: Agency Referral; Crescent City Water Service Extension to Elk Valley
Rancheria's Properties

Dear Mr. Williamson:

The Elk Valley Rancheria, California, a federally recognized Indian tribe, writes in support of the December 28, 2015 Agency Referral for the City of Crescent City to provide water services outside the City's boundaries, but within its Sphere of Influence. Specifically, the City has requested approval to serve the Tribe's Martin Ranch and Ocean Way Motel properties.

In 2005, the California Coastal Commission approved via the Coastal Zone Management Act federal consistency review process connection of the Martin Ranch property to domestic water supply and wastewater collection, i.e., sewer services.

As you are most likely aware, the City obtained a change to its Place of Use permit in 2010 to serve, among other areas, the Martin Ranch and Ocean Way motel properties. See Amended Permit 11475.

In 2011, the California Coastal Commission approved an amendment to the Del Norte County Local Coastal Plan (extensions of urban services). See DNC-MAJ-1-10 (Extensions of Urban Services). The amendment was a simple text amendment to the LCP to provide an exemption for and authorize the extension of water and sewer services to the Martin Ranch and Ocean Way Motel properties (collectively, the "Tribe's properties"). Notably, in order to avoid growth inducement, the LCP amendment prohibits lateral connections to parcels situated between the Urban Services Boundary and the Tribe's properties.





George Williamson
Re: Agency Referral; City Water Service
Page 2 of 3

The Tribe's plans for the Martin Ranch have been well known since the early 2000's including full study and disclosure in a federally mandated Environmental Impact Statement pursuant to the National Environmental Policy Act.¹ Those plans were reviewed by the Coastal Commission and deemed consistent with the California Coastal Act pursuant to the CZMA.

As more fully described in Appendices L and M of the EIS, which were reviewed by various agencies including the County and the Coastal Commission, the current water and sewer infrastructure is located along Roy Avenue – outside of the Coastal Zone. The main water system components consist of a 12-inch supply pipeline from the City of Crescent City, a booster pump, one above ground steel reservoir, and a looped distribution system which consists mostly of 8-inch diameter pipe. The current infrastructure consists of an eight inch (8") potable water pipeline and a six inch (6") wastewater (sewer) pipeline.

As disclosed in the EIS, it is anticipated that at full build out, the resort's water connection and pipe size would be in the range of a two inch (2") to six inch (6") diameter and would be connected at an appropriate location along existing lines located along Roy Avenue. If necessary, the booster pump located along Elk Valley Road might require an expansion. Further, Appendix L describes the major components of a water supply system within the property as: 3-inch to 4-inch pipeline connection, an on-site reservoir (in-ground or at grade) with a capacity of 500,000 to 700,000 gallons, a booster pump for potable water and fire, respectively, electrical service to operate the on-site pump stations, and an emergency diesel generator for power outages.

According to the Water Study attached to the EIS, it is not anticipated that significant system improvements would be necessary. See generally, Appendix L to EIS.

According to Appendix M to the EIS, wastewater produced by the project can be pumped to the City wastewater treatment plant through the existing collection system at Roy Avenue. It is anticipated that the resort's sewer connection and pipe size would be designed to work with the existing sewer system – located along Roy Avenue and outside of the Coastal Zone. It is anticipated that the sewer connection would be connected at an appropriate location along existing lines located along Roy Avenue. According to the Wastewater Study attached to the EIS at Appendix M, it is not anticipated that significant system improvements would be necessary because the City has implemented changes with other industries to allow for the resort to utilize existing capacity at the wastewater treatment plant.

The Tribe does not anticipate that expanding or extending water and sewer lines on the Martin Ranch from the existing lines along Roy Avenue will induce growth. In fact, the LCP amendment would prohibit additional hookups to those extensions by other users. The extension of existing lines would only serve the Tribe because no other users would be located on the

¹ The EIS includes discussion of the proposed resort and casino at full build out.





George Williamson
Re: Agency Referral; City Water Service
Page 3 of 3

Martin Ranch property or between Roy Avenue and the Martin Ranch property or Ocean Way property.

In April 2015, the City approved a Memorandum of Understanding with the Tribe to provide water to the Tribe's properties via the "wheeling" method. On April 10, 2015, the City filed a Notice of Exemption with the Office of Planning and Research regarding same.

On December 28, 2015, Del Norte LAFCo approved the County Service Area No. 1's request for approval to provide services to the Tribal properties.

The City's requested action is consistent with the numerous and exhaustive environmental studies conducted with regard to the proposed use and development of the Tribal properties, including provision of water and sewer services to the Tribal properties.

The Tribe requests that Del Norte LAFCo approve the City's application to provide water services outside the City's boundaries to the Tribal properties.

Thank you for the opportunity to provide comments and your favorable consideration of them.

Sincerely,



Dale A. Miller
Chairman

cc: Elk Valley Tribal Council
General Counsel



MICHAEL J. MAZZEI
ATTORNEY & COUNSELOR AT LAW
PMB #104
1301 Northcrest Drive, Suite B
Crescent City, CA 95531
Telephone: (707) 464-1496

January 19, 2016

Del Norte Local Agency Formation Commission
Attention: George Williamson, Executive Officer
1125 16th Street, Suite 202
Arcata, CA 95521

**Subject: City of Crescent City's Application to Provide
Water Services Outside Agency Boundaries to
APN 115-020-28 and APN 115-020-20**

Dear Mr. Williamson,

As you know, I represent the Bertsch-Ocean View Community Services District ("BOVCSD"). On behalf of the BOVCSD and pursuant to direction received from BOVCSD President Jack Burke, I am requesting that consideration of the above-referenced application be continued for at least thirty (30) days so that the BOVCSD can reasonably respond and comment on the proposed application.

As I informed you, notice of this application was received by BOVCSD Secretary-Treasurer Carol J. Leuthold on December 29, 2015, which was after the BOVCSD's December meeting. The currently scheduled public hearing on January 25, 2016 is before the BOVCSD's January 2016 meeting. As this application concerns the utilization of the BOVCSD's water delivery system, the BOVCSD would appreciate the courtesy of a reasonable period of time for the BOVCSD Board of Directors to meet and discuss the application and provide comments.

In our telephone conversation last week, you indicated that you were unsure of the City's role in the provision of water service to the properties. As I explained, the City's access to the BOVCSD's water distribution system is through a contract with the BOVCSD. I have attached a copy of the contract between the City and the BOVCSD for reference.

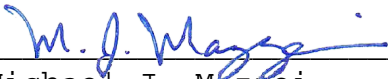
With regard to the properties, the BOVCSD owns the water distribution system next to the Martin Ranch and is responsible for the integrity of the system. The City provides basic maintenance and billing services for the BOVCSD.

I have also included a letter dated May 31, 2002 from City Public Works Director Michael Young to BOVCSD President David Weeks which clearly states that the City's ability to connect to the BOVCSD's water distribution system outside of the city limits is dependent upon BOVCSD approval.

Thank you for your attention to this matter.

Please call me if you have any questions.

Very truly yours,



Michael J. Mazzei
Attorney & Counselor at Law

MJM/mjm

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
execofficer@delnorte.lafco.ca.gov**

**RESOLUTION 16-01
AUTHORIZING THE CITY OF CRESCENT CITY
TO PROVIDE WATER SERVICES OUTSIDE DISTRICT BOUNDARIES TO
APN 115-020-28 (MARTIN RANCH) & APN 115-020-20 (OCEAN WAY MOTEL)**

WHEREAS, the Del Norte Local Agency Formation Commission (hereinafter referred to as "Commission") is responsible for authorizing cities and special districts to provide new or extended services by contract or agreement outside its jurisdictional boundaries in accordance with California Government Code Section 56133; and

WHEREAS, the Commission received an application from the City of Crescent City requesting to extend sewer services outside its jurisdictional boundaries to APNs 115-020-28 (Martin Ranch) and 115-020-20 (Ocean Way Motel); and

WHEREAS, the Commission reviewed and considered the Executive Officer's report and recommendation; and

WHEREAS, the Commission heard and fully considered all the evidence presented on the proposal at a public meeting held on January 25, 2016.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Commission determines that the proposal is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3). This finding is based on the Commission determining with certainty the project will have no possibility of significantly affecting the environment. In addition, the County prepared and adopted a Negative Declaration (SCH #2010032096) for the LCP text amendment to allow the extension of public water and sewer beyond the urban services boundary to serve the subject parcels.
2. The Commission has considered the factors determined to be relevant to this proposal including, but not limited to, application and supporting materials and as described in the staff report.
3. The Commission authorizes the City of Crescent City to provide water services outside its jurisdictional boundary to APNs 115-020-28 (Martin Ranch), and 115-020-20 (Ocean Way Motel), subject to the following conditions:
 - a. The property owner of the subject parcels, Elk Valley Rancheria (Tribe), must obtain a Coastal Grading Permit from the County of Del Norte for any off-site improvements related to water service extension.
 - b. The Tribe must pay water connection and service charges as determined by the City.

- c. All LAFCo fees must be paid in full prior to the extension of service authorization becoming effective.

PASSED AND ADOPTED at a meeting of the Del Norte Local Agency Formation Commission, State of California, on the 25th day of January 2016, by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

Blake Inscore, Chair

Attest:

George Williamson, Executive Officer

REGULAR MEETING MINUTES

Del Norte Local Agency Formation Commission

November 30, 2015 4:00 pm

Members present: Gerry Hemmingsen, Chairman Blake Inscore, Martha McClure

Members absent: Sparky Countess, Roger Gitlin, Kathryn Murray

Others present: Executive Officer George Williamson, County Counsel Gretchen Stuhr, and Nicole Burshem, PS Business Services, Charles Swenson, Heidi Kunstal

1. Call to Order/Roll Call

A. Designate Vice Chair

Chairman Inscore designated Commissioner Hemmingsen Vice Chair.

2. Public Hearings

A. County Service Area No. 1 Municipal Service Review, Sphere of Influence Amendment & Sewer Service Extension to the Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) Properties (ATTACHMENT 2A)

Discussion was held in regards to County Service Area No. 1. Mr. Williamson commented the services are entered for review. We were advised the LCP that the County has engaged that it was anticipated to be a service extension rather than an annexation. We have advised County and Elk Valley Rancheria that it is an annexation. Mr. Williamson noted it would accomplish the same thing. A Resolution of Application was submitted and still holding application from Elk Valley Rancheria until the communication of withdrawal. Mr. Williamson commented the MSR is in the packet. We're able to extend the Sphere by one and services would be extended by favorable action. Mr. Williamson would like to acknowledge the great help of the County staff for their comments and was able to prepare the Resolution and application to be filed in a timely manner. Mr. Williamson recommends approval and adoption of Resolutions 1504 and 1505. Commissioner McClure asked in regards to the \$800,000. Heidi Kunstal commented that it looks good in getting that funding.

On a motion by Commissioner Hemmingsen, seconded by Commissioner McClure, and unanimously carried on a polled vote, the Del Norte Local Agency Formation Commission approved and adopted County Service Area No. 1 Municipal Service Review, Sphere of Influence Amendment, and Sewer Service Extension to the Martin Ranch and Ocean Way Motel Properties, Resolution 1504 and 1505.

3. Regular Business

A. Approval of September 28, 2015 Draft Minutes (ATTACHMENT 3A)

On a motion by Commissioner Hemmingsen, seconded by Commissioner Inscore, and unanimously carried on a polled vote, the Del Norte Local Agency Formation Commission approved and acknowledges approval of September 28, 2015.

B. Big Rock CSD Municipal Service Review (ATTACHMENT 3B)

Discussion was held in regards to the Big Rock CSD Municipal Service Review. Mr. Williamson commented this was intended to do regional municipal services reviews. Big Rock contacted us and stated that they are applying for grant funds for water system improvements and thought having an MSR adopted by the Commission would help with the grant application. Mr. Williamson commented that he does feel there are complete MSR and all Board of Directors positions are filled. Mr. Williamson recommends approving Resolution 1506. Commissioner McClure commented there was reference made to a radio station for emergency use of the generator and has it been run through OAS in case of a disastrous emergency. Mr. Swenson commented that yes they do have the platform.

On a motion by Commissioner Hemmingsen, seconded by Commissioner McClure, and unanimously carried on a polled vote the Del Norte Local Agency Formation Commission approved and adopted Big Rock CSD Municipal Service Review Resolution 1506.

4. Inquiries, Correspondence, Application Status and Referrals

A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.

- Crescent City Out of Agency Water Service Extension Application
- Mr. Williamson commented we have received an application for an out of agency water service extension and will serve both Martin Ranch and Ocean Way Hotel. This just came to us a week to 10 days ago and will proceed with appropriate action. Mr. Williamson commented that we should expect to have this back in January and one property is in the sphere and the other requires a sphere expansion. Chairman Inscore asked if this gets approved in January and Ocean View doesn't get involved does that take them out of

the decision making to determine what will happen with water. Mr. Williamson commented if the Commission does not take an action and the City would be the only service provider to serve that.

- Klamath FPD/ Yurok Tribe Service Agreement – Mr. Williamson commented this was a very productive meeting at the beginning of this month. There is an implication program and a brochure to go out this week and to recruit 5 candidates to receive free training through Crescent Fire. Mr. Williamson noted that there maybe a solution in place for the water tender debt owed. Mr. Williamson commented the service agreement is now the main topic and Director Troy Fletcher had a dozen staff in the room and the meeting was encouraging. Mr. Williamson commented we were able to get Terry to facilitate the meeting. Mr. Williamson commented there is more to come and hope to have more of an update next month and the months to follow.

- Mr. Williamson recommended having a meeting in January 2016, but cancel the meeting in December because we have nothing to discuss at that time.

B. Commission –

The following Commissioners commented: Commissioner McClure asked in regards to the compact settlement agreement. Liz commented we ended up shifing it over to the district to make the dertermination and thought they would come up with something more concrete.

C. Public –

The following members of the public addressed the Commission: None

4. Adjournment

There being no further business to come before the Commission, the Vice-Chairman adjourned the meeting at 4:27 p.m. until the next regularly scheduled meeting on January 25, 2016.

Respectfully submitted,

Nicole L. Burshem, Recording
Secretary

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
execofficer@delnorte.lafco.ca.gov

AGENDA ITEM 3B

MEETING DATE: January 25, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: 2016 Del Norte LAFCo Commission Meeting Dates

DISCUSSION

At a previous meeting the Commission discussed meeting every other month instead of monthly. The proposed 2016 meeting dates are listed below.

January 25
March 28
May 23
July 25
September 26
November 28

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
execofficer@delnorte.lafco.ca.gov

AGENDA ITEM 3C

MEETING DATE: January 25, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Budget Transfer Request

DISCUSSION

LAFCo policy is full cost recovery for application processing activities, which includes application review, analysis, noticing, and report preparation. Final accounting related to CSA No. 1 sphere of influence (SOI) amendment and sewer services extension for the Elk Valley Rancheria's Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) properties has been compiled (Attachment 1). The total deposit amount exceeded the actual LAFCo application processing costs by \$936.70. Given that a majority of the funds were provided by the Elk Valley Rancheria, the refund will be issued to them through the County Auditor's Office.

The attached budget transfer request reclassifies application processing expenses to special department expenses to allow the County Auditor to issue this refund (Attachment 2). The overall budget will not change.

ATTACHMENT

- 1 - Accounting for CSA No. 1 SOI Amend. and Sewer Service Extension
- 2 - Budget Transfer Request Transmittal to County Auditor

DEL NORTE
LOCAL AGENCY FORMATION COMMISSION
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
execofficer@delnorte.lafco.ca.gov

DATE: January 11, 2016

TO: County Service Area No. 1: c/o Heidi Kunstal, Del Norte County Community Development Director, and
Elk Valley Rancheria: Dale A. Miller, Chairman and Bradley Downes, General Counsel

FROM: George Williamson AICP, Executive Officer

SUBJECT: Del Norte LAFCo Accounting for County Service Area No. 1 Sphere of Influence Amendment & Sewer Service Extension to the Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) Properties

Del Norte LAFCo approved the CSA No. 1 sphere of influence (SOI) amendment and sewer services extension for the Elk Valley Rancheria's Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) properties on November 30, 2015.

Initially the Elk Valley Rancheria submitted an application and \$5,000 deposit to annex the subject properties into CSA No. 1. However, based on Coastal Commission comments, the annexation as proposed would have required the County to pursue a Local Coastal Program (LCP) amendment to update the urban/rural boundary to include the subject properties. As such, the CSA No. 1 submitted applications for an SOI amendment and out of agency service agreement along with a \$2,200 deposit.

LAFCo policy is full cost recovery for application processing activities, which includes application review, analysis, noticing, and report preparation. Below is an accounting of Del Norte LAFCo expenses incurred related to application review and approval for sewer service extensions to Elk Valley Rancheria's Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) properties.

Date	Description	Cost
June 2015	Received annexation application from Elk Valley Rancheria and reviewed for completeness. Sent letter on application completeness including compliance with annex procedures, filing materials fees, environmental compliance, and service delivery evaluation. Prepared and mailed Notice of Filing to affected and interested agencies on.	\$2,049.40
July 2015	Received responses to Notice of Filing; this included comment letter from Coastal Commission noting need for LCP amendment for annexation. Discussed comments with County staff and advised of potential action by CSA No.1 to address this comment. Responded to inquiries by Bertsch Ocean View CSD regarding water service to proposed annex area.	\$ 682.00
August 2015	Provided County staff with application materials for CSA No.1 out of area service and sphere of influence expansion. Assisted County staff with board resolution materials and accepted application materials as filed after board of supervisors' approval.	\$ 468.00

Date	Description	Cost
September 2015	Conducted preliminary review of CSA No.1 out of area service and sphere of influence expansion application materials from County staff to address Coastal Commission comments. Started preparation of CSA No.1 municipal service review (MSR) and sphere of influence update.	\$1,352.00
October 2015	Scheduled and noticed CSA No.1 services application staff report and hearing item to go before LAFCo on November 30.	\$ 80.40
November 2015	Staff prepared, distributed and presented the updated MSR and SOI Update for CSA No. 1, to support consideration of services extension and SOI expansion applications. At close of hearing Commission approved adoption of Resolutions 15-04 and 15-05.	\$1,515.00
December 2015	Prepared and distributed Notice of Completion, Del Norte LAFCo Resolutions 15-04 and 15-05, and CSA No. 1 MSR and SOI Update Adopted Nov. 30, 2015. Advised County and Elk Valley Rancheria that out of area service agreement and sphere of influence expansion would allow services extension.	\$ 116.50
TOTAL COSTS		\$6,263.30
TOTAL DEPOSITS (Elk Valley Rancheria and CSA No.1)		\$7,200.00
REMAINDER		\$ 936.70

The total deposit amount exceeded the actual LAFCo application processing costs; therefore a refund of \$936.70 will be issued. Given that a majority of the funds were provided by the Elk Valley Rancheria, the refund will be issued to them through the County Auditor's Office (LAFCo staff will file a claim with the County Auditor who will issue a check on behalf of LAFCo).

Should you have any questions, please don't hesitate to contact LAFCo staff at (707)825-9301 or execofficer@delnorte.lafco.ca.gov.

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
execofficer@delnorte.lafco.ca.gov

TRANSMITTAL

DATE: January 25, 2016
TO: Del Norte County Auditor's Office
FROM: George Williamson AICP, Executive Officer
SUBJECT: Budget Transfer Request - Del Norte LAFCo

TRANSMITTAL ITEM

1. Del Norte County Budget Transfer Request

JUSTIFICATIONS:

- 1) Del Norte LAFCo policy is full cost recovery for application processing activities which includes application review, analysis, noticing, and report preparation. Deposit fees are collected with initial application submittal and costs are tracked through completion. When the deposit amount exceeds the processing cost, the remaining deposit is refunded to the applicant.

Final accounting related to application processing for CSA No. 1 sphere of influence (SOI) amendment and sewer services extension for the Elk Valley Rancheria's Martin Ranch (APN 115-020-28) and Ocean Way Motel (APN 115-020-20) properties was compiled. The total deposit amount exceeded the actual LAFCo application processing costs by \$936.70; therefore a refund will be issued.

The attached budget transfer request is to increase Special Department Expense expenditures by \$937.00 (Account 428-429-20281) and reduce Professional Services - Application Processing expenditures by \$937.00 (Account 428-429-20230).

- 2) This budget transfer request moves expense funds to reflect actual costs and does not increase the overall budget. Sufficient balance exists to finance transfer.
- 3) The request cannot be delayed to next budget year because the application was processed and approved this fiscal year.

Del Norte LAFCo Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
Del Norte LAFCo	428	429	20281	Special Department Expenses		\$ 937
Del Norte LAFCo	428	429	20230	Professional Services - Application Processing	\$ 937	
Department complete and send to Auitor's Office for transfer number before sending to CAO. Round amounts up to whole dollars.						
Total Amounts					\$ 937	\$ 937

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why request can't be delayed to next budget year.

<hr/>		<hr/> January 25 2016 <hr/>	
Department Head Signature		Date	
<hr/> <hr/>		<hr/> <hr/>	
Auditor's Office: Sufficient balances exist per above (Under \$100 Auditor's Office approves)		County Administrative Officer: (Under \$1000 - CAO approves)	
		Recommendation:	
		Approve _____	
		Deny _____	
		Submit for Board approval _____	
<hr/> Deputy Auditor-Controller	<hr/> Date		
TR No. _____	Budget Revision No. _____		
<hr/> Includes Revenue Appropriation _____	<hr/> Requires 4/5ths Vote	<hr/> County Administrative Officer	<hr/> Date

Passed by Del Norte LAFCo on: January 25, 2016

Ayes:

Noes:

Absent:

Attest: Commission Clerk

By: _____

Chairperson
Del Norte LAFCo

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
execofficer@delnorte.lafco.ca.gov

AGENDA ITEM 4A

MEETING DATE: January 25, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Del Norte LAFCo Website and Email Update

DISCUSSION

CALAFCO has been hosting Del Norte LAFCo's website and email and is switching providers. Staff has secured a new hosting service and has been working to create a new website for Del Norte LAFCo. The new arrangement will allow staff greater ability to post notices, agendas, documents, etc. on the website.

New web address: www.delnortelafco.org

New email addresses: Executive Officer: eo@delnortelafco.org
Administrator: admin@delnortelafco.org