

REGULAR MEETING AGENDA

**Del Norte Local Agency Formation Commission
Board of Supervisors Chambers
981 H Street, Suite 100, Crescent City, CA 95531
July 22, 2019 4:00 pm**

1. Call to Order/Roll Call
Pledge of Allegiance
2. Public Hearings
 - A. Del Norte Healthcare District 2019 Municipal Services Review (MSR) & Sphere of Influence (SOI) Update (ATTACHMENT 2A)
 - B. Del Norte Library District 2019 MSR & SOI Update (ATTACHMENT 2B)
3. Regular Business
 - A. Approval of June 3, 2019 Draft Minutes (ATTACHMENT 3A)
 - B. FY 2018-19 Final Budget Review (ATTACHMENT 3B)
 - C. Alternate Public Member Appointment (ATTACHMENT 3C)
 - D. MSR & SOI Preparation Update: Bertsch-Oceanview Community Services District & Del Norte County Fairgrounds Recreation & Park District (ATTACHMENT 3D)
 - E. Del Norte LAFCo Commission Meeting Dates FY 2019-20 (ATTACHMENT 3E)
 - F. Del Norte County Fire Chiefs Association Dispatch Proposal Update (ATTACHMENT 3F)
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.
 - 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).
 - C. 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
Next Meeting Scheduled for September 23, 2019

Americans with Disabilities Act: Del Norte LAFCo meetings are held in a wheelchair accessible facility. Individuals requiring special accommodations to participate in this meeting are requested to contact the LAFCo office at (707) 825-9301. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

**DEL NORTE
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AGENDA ITEM 2A

MEETING DATE: July 22, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Del Norte Healthcare District Municipal Service Review and Sphere of Influence Update

RECOMMENDATION

The following procedures are recommended for the Commission's consideration of this item:

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

Staff recommends the Commission approve Resolution No.19-02 approving the Del Norte Healthcare District Municipal Service Review and Sphere of Influence Update.

DISCUSSION

The Del Norte Healthcare District (DNHCD) serves all of Del Norte County, California and provides healthcare services funding and support. The District does not directly provide services, although it provides critical support for the Del Norte Community Health Center.

The District owned Wellness Center (20,000 ft²) completed in 2007, provides space for the Del Norte Community Health Center (part of Open Door Community Health Centers) and other health related service providers on a 11.9 acre site at Northcrest Drive and Washington Blvd. The Wellness Center site allows for the consolidation of several service providers in one location and is centrally located near the Sutter Coast Hospital and other existing complimentary health facilities and services.

The District appears to have sufficient funding to adequately finance the desired programs. However, the District needs to look for additional funding opportunities to further develop the Wellness Center property and pursue the projects addressed in the site utilization study. The District conducts an annual independent audit of its financial statements. The District received a \$3,000,000 USDA loan to help fund Wellness Center construction; the rental income covers a majority of the loan payments.

ATTACHMENTS

Attachment 1: Del Norte Healthcare District MSR & SOI Update
Attachment 2: Resolution 19-02 Approving the Del Norte Healthcare District MSR & SOI Update

Del Norte Healthcare District

Municipal Service Review & Sphere of Influence Update



Commission Hearing Draft
2019

Del Norte
Local Agency Formation Commission

Del Norte Local Agency Formation Commission

Commissioners

Roger Gitlin	Chair & County Member
Jason Greenough	Vice Chair & City Member
Blake Inscore	City Member
Bob Berkowitz	County Member
Duane (Sparky) Countess	Public Member
Lori Cowan	Alternate County Member
Isaiah Wright	Alternate City Member
Judy Dobbs	Alternate Public Member

Staff

George Williamson, AICP, Executive Officer
Vanessa Blodgett, Services Analyst
Elizabeth Cable, Legal Counsel

Acknowledgements

LAFCo staff would like to thank the contributors to this Municipal Service Review. Input instrumental in completing this report was provided by the Del Norte Health Care District's Executive Secretary, Doris Hendricks. This report would not have been possible without the District's assistance.

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INTRODUCTION

This Municipal Service Review for the Del Norte Healthcare District (DNHCD or District) and its sphere of influence has been prepared by the Del Norte Local Agency Formation Commission (LAFCo) to assess existing and future public service conditions and to evaluate organizational options for accommodating growth and ensuring critical services are provided efficiently. This Municipal Service Review will be available for use by LAFCo, the Del Norte Healthcare District, special districts, and the public to better understand how public services are provided within the district.

Review Methods

This Municipal Service Review was prepared by Del Norte LAFCo staff during 2018-19. The Executive Secretary, Doris Hendricks, was contacted to obtain information concerning the current status of district operations. LAFCo staff reviewed pertinent resource documents to obtain detailed descriptions of existing infrastructure and services provided by the district. The draft Municipal Service Review was provided to the Del Norte Healthcare District staff for review and clarification. All information gathered for this report is stored in Del Norte LAFCo files for future reference.

Statutory Authority

The fundamental role of the Local Agency Formation Commission (LAFCo) is to implement the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 consistent with local conditions and circumstances. The major goals of LAFCo as established by the Cortese-Knox-Hertzberg Act are to:

- Encourage orderly growth and development;
- Discourage urban sprawl;
- Preserve open-space and prime agricultural lands by guiding minimizing resource loss;
- Exercise its authority to ensure that affected populations receive efficient services;
- Promote logical formation and boundary modifications that direct the burdens and benefits of additional growth to those local agencies that are best suited to provide services;
- Make studies and obtain and furnish information which will contribute to the logical and reasonable development of local agencies to provide for present and future needs;
- Establish priorities by assessing and balancing community service needs with financial resources available to secure and provide community services and to encourage government structures that reflect local circumstances, conditions and financial resources; and
- Determine whether new or existing agencies can feasibly provide needed services in a more efficient or accountable manner and, are where deemed necessary.

Special Districts in Del Norte County

A special district is a local governmental agency that delivers public services to a specific area. They are most often established by residents to supply local services in areas not being served by another service provider. In California, there are 58 counties, 481 cities and over 3,361 special districts, exclusive of school districts. Special districts provide critical services such as fire protection and emergency response, are governed by a board of directors and have defined boundaries in which it provides services and facilities. Special districts must have a statutory authority in order to be established. This authority can take the form of a generic statute which applies to all special districts of that type or may be formed by a special act tailored to the unique needs of a specific area. In Del Norte County, there are 20 special districts providing water, wastewater, fire protection, recreation and other services.

Healthcare districts are independent public agencies, authorized under the Local Health Care District Law (California Health and Safety Code Section 32000 et seq.). The law was originally established as the Local Hospital District Law, under which the districts provided hospital and related healthcare services. Today these districts provide a range of health-related services and programs that benefit communities and their residents.

Service Review Determinations

In accordance with California Government Code Section 56430, Del Norte LAFCo conducts service reviews prior to, or in conjunction with, the mandated five-year schedule for updating spheres of influence of the agencies under its jurisdiction. As defined by State law, the service review is a comprehensive overview of public services within a given jurisdiction, addressing the public services provided by agencies subject to LAFCo's boundary regulation. The service review report must include an analysis of the issues and written determinations for each of the following:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence;
4. Financial ability of agencies to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

State Guidelines and Commission policies encourage stakeholder cooperation in the municipal service review process. It also provides a basis to evaluate, and make changes to Spheres of Influence, if appropriate.

Sphere of Influence Determinations

A sphere of influence is a plan, adopted by LAFCo, for the probable future boundaries and service area of an agency, such as the DNHCD. State law required LAFCo to periodically review each agency's sphere of influence and make any amendments LAFCo determines to be advantages. All subsequent boundary change decisions must be consistent with the adopted sphere (i.e., territory cannot be annexed by an agency unless it is within that agency's sphere). When adopting or amending a sphere of influence, the law requires LAFCo to make determinations on a series of topics:

1. The present and planned land uses in the area, including agricultural and open-space lands;
2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency; and
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence

California Environmental Quality Act

The California Environmental Quality Act (CEQA) is contained in Public Resources Code § 21000 et seq. Public agencies are required to evaluate the potential environmental effects of their actions. MSRs are statutorily exempt from CEQA pursuant to § 15262 (feasibility or planning studies) and categorically exempt pursuant to CEQA Guidelines § 15306 (information collection). CEQA requirements are applicable to SOI Updates. The CEQA lead agency for SOI Updates is most often LAFCo, unless an agency has initiated an SOI expansion or update.

AGENCY PROFILE

The Del Norte Healthcare District (DNHCD) serves all of Del Norte County, California, just south of the Oregon border along the Pacific coast. It serves a sparsely populated rural county with many low-income residents. The DNHCD provides funding and support for healthcare services; however, the district does not directly provide services.

The District owned Wellness Center (20,000 ft²) completed in 2007, provides space for the Del Norte Community Health Center (part of Open Door Community Health Centers) and other health related service providers on a 11.9 acre site at Northcrest Drive and Washington Blvd. The Wellness Center site allows for the consolidation of several service providers in one location and is centrally located near the Sutter Coast Hospital and other existing complimentary health facilities and services. The District’s mission, vision and values follow.

Mission Statement: To promote a collaborative approach to personal and community health through education, prevention, and health services to the residents of the County.

Vision Statement: To be responsive to community needs and ensure that generations of County residents enjoy optimal health through the delivery of wellness services.

District Core Values: Leadership, education, personal responsibility, stewardship, and transparency.

Table 1 Del Norte Health Care District Contact Information

Del Norte Healthcare District	Contact:	Doris Hendricks, Executive Secretary
	Physical Address	550 E Washington Blvd., Suite 400 Crescent City, CA 95531
	Mailing Address:	P.O. Box 2034 Crescent City, CA 95531
	Phone Number:	(707) 464-9494
	Fax Number:	(707) 465-6424
	E-mail	dnhcd@delnortehealth.com
	Website	http://delnortehealthcare.org

Governance

The Del Norte County Board of Supervisors granted formation for the Del Norte Hospital District and its commission in the 1940’s. In 1994, the District changed its name to the Del Norte Healthcare District to more accurately reflect the range of health-related services and programs the district is involved in.

The District is composed of an elected five-member board of directors. The specific powers that the board of directors may exercise are to establish, maintain, and operate, or provide assistance in the operation of, one or more health facilities or services, including but not limited to:

- outpatient programs, services and facilities, retirement programs, chemical dependency programs, services and facilities, or other health care programs, services and facilities;
- activities at any location inside and outside the district for the benefit of the district and people served by the district;
- to acquire, maintain, and operate ambulance, or ambulance services inside and outside the district; and
- to establish a nurses’ training school, or a child care facility for the benefit of employees of the hospital or residents of the district (Health and Safety Code 32121).

In addition to the powers listed above, Health and Safety Code Section 32121 - 32138 provide the general powers to perform acts necessary to carry out the provision of "The Local Health Care District Law."

DNHCD Board meetings are held at the Wellness Center Conference Room, 550 E. Washington Blvd. Crescent City, on the fourth Tuesday of each month, with special meetings scheduled as needed. All meetings are conducted and noticed as required by the Brown Act. The District employs one part-time staff. The District office, located in the Wellness Center, is open Monday through Friday from 8:00 a.m. to 12:00 p.m.

Table 2 Del Norte Health Care District Board of Directors

Board Member	Title	Term Expiration
Dr. Gregory J. Duncan	Chairman	2020
Dr. Kevin J. Caldwell	Vice Chair	2020
Dohn Henion, Esq.	Director	2024
Elizabeth Austin	Board Secretary	2024
Mike Young	Director	2024

District Boundary

The Del Norte Healthcare District’s service area and sphere of influence are coterminous with the Del Norte County boundary as shown on Figure 1.

Growth and Population

According to the U.S. Census, the Del Norte County population increased from 27,507 in 2000 to 28,610 in 2010 for a 4.0 percent growth rate over 10 years (2000 and 2010 U.S. Census). The only incorporated city in the county is Crescent City, which grew in population at a similar growth rate over the last decade. More recent California Department of Finance (DOF) projections indicate a slight decrease in County population from 2010-2015 but indicate that slow growth is likely to continue. The DOF projected Del Norte County population was 26,762 at the beginning of 2015 and 26,811 in 2016, a 0.2 percent increase.

The County largely contains resource and rural residential land and will likely continue to develop at relatively slow growth rates. Using the DOF 2016 projected population of 26,811 and 0.2 percent annual growth, the County population will be approximately 27,572 in 2030.

Existing and Planned Uses

The District covers the entire unincorporated area of Del Norte County and the incorporated area of the City of Crescent City. Land uses within the District boundaries are subject to the Del Norte County General Plan and Crescent City General Plan. Del Norte County is comprised of approximately 683,500 acres, of which approximately 192,357 acres (28 percent) are privately owned and 489,697 acres (72 percent) are publicly owned.

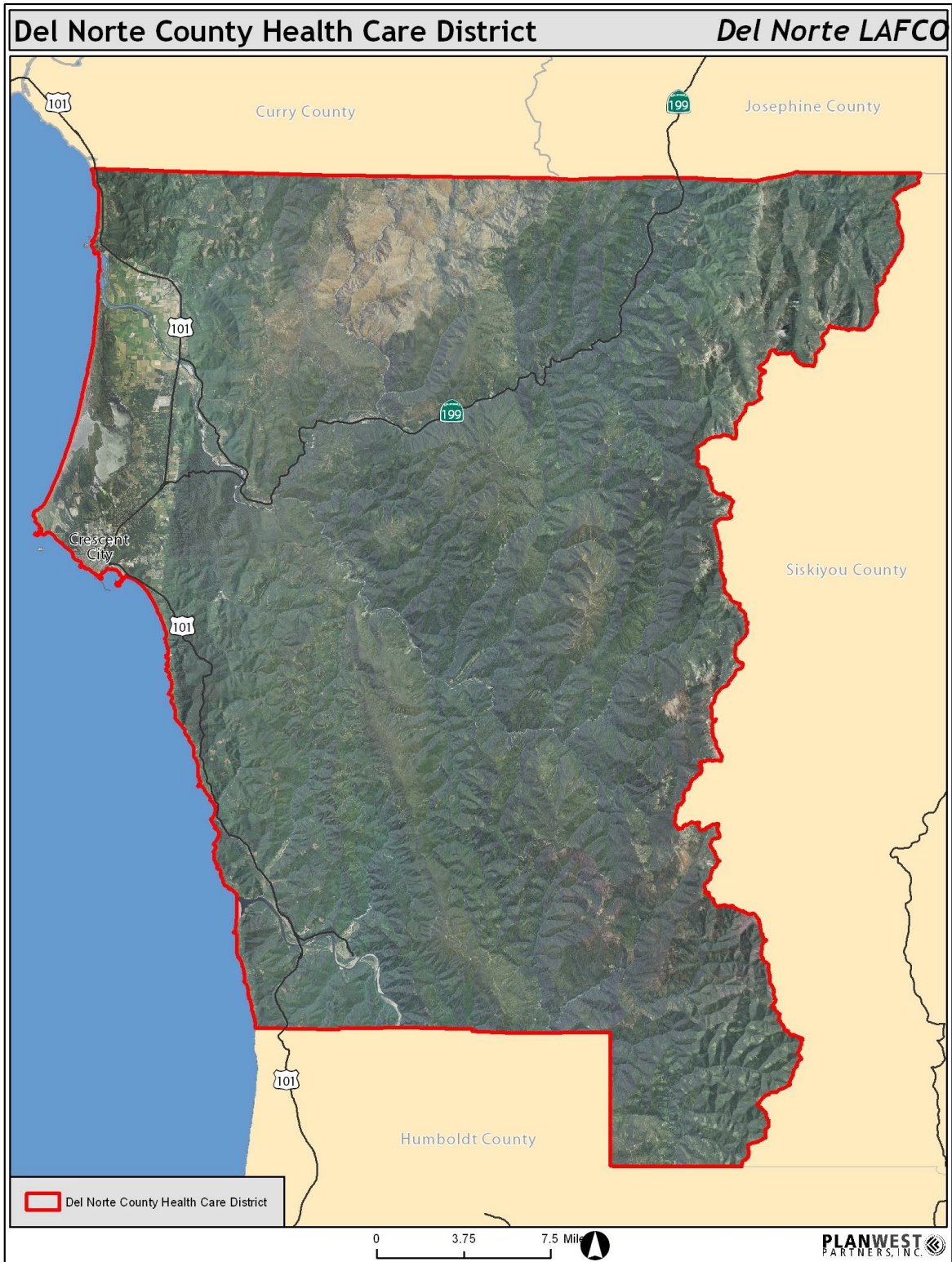


Figure 1 Del Norte Healthcare District

SERVICES PROVIDED

Del Norte Community Wellness Center and Garden

The District's main facility is the Del Norte Community Wellness Center which opened in 2007. Building this facility took nearly 10 years of effort by the Del Norte Healthcare District, Open Door Community Health Centers and the openhearted support of the city, county, College of the Redwoods, Area 1 Agency on Aging, First Five and many other social service providers in Del Norte County. The Community Wellness Center's location, 550 E. Washington Blvd., was selected for its proximity to the Del Norte Senior Center, social services, public health, Sutter Coast Hospital and for its potential for future location of other health and social services.



Figure 2 Wellness Center Site Arial View

The Wellness Center's anchor tenant is the Del Norte Community Health Center, which is part of the Open Door Community Health Centers — a nonprofit community clinic providing affordable primary medical, dental, and mental health services. It provides comprehensive primary care services to anyone in the community. Medical and dental services are provided on a sliding scale based on ability to pay. As district leaders began planning for the clinic's expansion, they also opted to explore creation of a more comprehensive facility — one that would include a focus on illness prevention and health promotion.

The Del Norte Community Health Center, in collaboration with Community Assistance Network and the Del Norte Healthcare District, established a community garden adjacent to the Wellness Center. Individuals and families can sign up for a garden box and any community member is welcome to volunteer to work in the garden. The garden provides space for patients, staff, and community members to grow their own food.

Although the District does not directly provide services, they have provided funding for health related events in unincorporated areas around the County. Bus service is available to people in outlying areas (Smith River, Gasquet, and Klamath) that need to come to Crescent City for health services. In addition, there is a bus stop adjacent to the Wellness Center.

Site Utilization

In 2010, the DNHCD conducted a site utilization study for the 11.91 acre Wellness Center property owned by the District. The existing site facilities include the 20,000 square foot Wellness Center, 151 parking spaces, and a community garden. The site also contains approximately 175,000 square feet of non-buildable area containing dense trees, steep slopes, a creek and wetlands. The purpose of the study was to determine the highest and best use of the rest of the site to accommodate future needs to carry out the mission and vision of the DNHCD. Some of the uses of the site that were built since their inclusion in the Site Utilization Study include an outdoor garden, a children's play area, and a walking path with exercise stations (Personal Communication with Doris Hendricks, District Secretary, 10-11-18). The District is also working on a clinic expansion that will provide more dental facilities, more parking and increased access to the mobile MRI machine that currently provides services to Pelican Bay State Prison and will hopefully provide services to local residents a few times per month.

Other Service Providers

General Governmental Services

The County of Del Norte provides general governmental services – which includes social services, emergency services, planning, public works, county roads and parks, etc. – to the unincorporated areas of Del Norte County. The City of Crescent City provides similar general governmental services within city limits.

Hospital Services

Hospital services within the District are provided by Sutter Coast Hospital, a not-for-profit hospital serving residents of Del Norte County, California and Curry County, Oregon. The main hospital is a 49 bed acute care facility located at 800 East Washington Blvd. in Crescent City.

Sutter Coast Hospital offers the following services:

- Cardiopulmonary
- Emergency
- Urgent Care Clinic
- Home Health
- Intensive Care
- Laboratory
- Maternity Care
- Pharmacy
- Radiology
- Rehabilitation
- Surgical

Other Health Care Providers

St. Joseph Health, in collaboration with the Del Norte Healthcare District, has opened a medical clinic in Crescent City. Beginning July 18, 2017, Cardiologist Dr. Bryon Dorgan will see patients with cardiac and circulatory conditions, including high blood pressure and all conditions related to the heart. The St. Joseph Health Medical Group (formerly Humboldt Medical Specialists) satellite clinic will be held at Dr. Greg Duncan’s office at 1200 Marshall St.

In addition to cardiology, St. Joseph Health Medical Group (SJHMG) provides comprehensive primary and specialty care to patients in the north coast region. SJHMG is currently evaluating resource availability and looks forward to adding additional specialty services to its Crescent City satellite clinic later this year.

FINANCING

Revenues and Expenditures

According to District records, they operate on an annual budget of \$ 811,304.36 (FY 2018-19). The majority of revenues come from taxes (secured property tax, unsecured property tax, and timber) and rental income from other tenants at the Wellness Center. Some of the larger Wellness Center expenses including USDA loan repayment, equipment repair, and maintenance; other expenses include special projects, professional fees, wages and insurance. The DNHCD FY2016-17 through FY2018-19 statement of revenues and expenditures summary is below (Table 3).

Table 3 Statement of Revenues & Expenditures Summary

Revenues	Budget 2016-17	Budget 2017-18	Budget 2018-19
Taxes	450,000.00	450,000.00	469,000.00
Investment earnings	12,900.00	17,000.00	64,304.36
Collections on notes receivable	50,213.86	50,005.37	23,400.00
Utility Cost Sharing	48,000.00	50,000	50,000.00
Rents/ Lease	204,600.00	204,600.00	204,600.00
Total Revenues	765,713.56	771,605.37	811,304.36

Expenses	Budget 2016-17	Budget 2017-18	Budget 2018-19
Salaries and employee benefits	174,500.00	230,000.00	124,000.00
Services and supplies/Utilities	86,300.00	86,800.00	88,000.00
General Projects	28,000.00	31,000.00	31,000.00
Special Projects/Physician Loan Repayment Program	30,300.00	31,300.00	31,300.00
General Expense	142,000.00	92,000	230,000.00
Wellness Center	226,571.35	223,345.00	225,873.92
Contingency	76,571.35	77,160.37	81,130.44
Total Expenses	765,713.56	771,605.37	811,304.36

The District prepares and adopts a final budget on or before June 30th of each fiscal year. After the budget is approved, the appropriations can be added to, subtracted from or changed only by Board resolution. All such changes must be within the revenues and reserves estimated as available in the final budget. The Board approves purchase amounts through budget hearings or subsequent budget transfers.

The Wellness Center was completed in 2007 and is fully occupied. Space is leased to the Open Door Clinic at \$10,000.00/month for a lease term of 20 years and Kathy Wollam for \$250.00/month. The USDA \$3,000,000 loan that funded much of the Wellness Center was secured on November 1, 2007 and has a 40 year term at 4.125% interest.

MUNICIPAL SERVICES REVIEW DETERMINATIONS

56430. (a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

1) Growth and population projections for the affected area.

The total population in Del Norte County was 27,540 in July 2016, representing -3.7 percent growth between 2010 and 2016. The District largely contains resource and rural residential land and will likely continue to develop at current county-wide rates of 0.4 percent per year. These are relatively low growth rates compared to much of the rest of the state. Del Norte County's projected population is 29,967 in 2020 and 31,252 in 2030 (DOF, 2012). The Wellness Center site has the capacity to accommodate this relatively low projected growth.

2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere.

A disadvantaged unincorporated community is defined as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income (pursuant to Government Code Section 56033.5 and Water Code Section 79505.5). Using data from the 2010 Census, the statewide annual median household income is \$54,459. Eighty percent of the statewide annual median household income is \$43,567.

The Del Norte County median household income (2006-2010), as reported by the 2010 Census, is \$36,118, which is below the 80 percent threshold referenced above. This prompts the Commission to prepare a written determination on infrastructure needs or deficiencies within or contiguous to the DNHCD's sphere of influence.

The District serves the entire unincorporated area of Del Norte County and the incorporated City of Crescent City. There are a number of small unincorporated communities in the County including Klamath to the south of Crescent City, Gasquet to the east, and Smith River to the north. Del Norte County is largely rural in character comprised of approximately 683,500 acres, of which approximately 192,357 acres (28 percent) are privately owned and 489,697 acres (72 percent) are publicly owned. The District's mission is to promote a collaborative approach to personal and community health through education, prevention, and health services to the residents of the County. The DNHCD provides funding and support for healthcare services; however, the District does not directly provide services. The Del Norte Community Health Center, located in the Wellness Center, is a nonprofit community clinic providing affordable primary medical, dental, and mental health services to County residents. It provides comprehensive primary care services to anyone in the community. Medical and dental services

are provided on a sliding scale based on ability to pay. Bus service is available to people in outlying areas that need to come to Crescent City for health services. In addition, there is a bus stop adjacent to the Wellness Center. There is no evidence to suggest that disadvantaged communities receive less or a lower level of service.

3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere.

The DNHCD provides funding and support for healthcare services; however, the District does not directly provide services. The District owned Wellness Center, completed in 2007, provides space for the Del Norte Community Health Center and other health related service providers. The 20,000 square foot building is adequate space for the clinic to meet current demand for its services. The District completed a site utilization study for the 11.9 acre Wellness Center site in 2010. Some of the facilities that have been built on the Wellness Center site that were envisioned in the study include an outdoor garden, a children’s play area and a walking path. The site is currently undergoing a clinic expansion that will provide better dental facilities and a site for the mobile MRI machine that will provide needed services.

4) Financial ability of agencies to provide services.

The District appears to have sufficient funding to adequately finance the desired programs. However, the District needs to look for additional funding opportunities to further develop the Wellness Center property and pursue the projects addressed in the site utilization study. The District conducts an annual independent audit of its financial statements. The District received a \$3,000,000 USDA loan to help fund construction of the Wellness Center; the rental income covers a majority of the loan payments.

5) Status of, and opportunities for, shared facilities.

The DNHCD’s Wellness Center was constructed for the purpose of providing space for the Del Norte Community Health Center and other health related service providers. The Wellness Center site allows for the consolidation of several service providers in one location and is accessible via public transportation. The facility compliments other healthcare services available in the County including Sutter Coast Hospital and specialty services through St. Joseph Health. Future site development will depend on demand for additional healthcare services. Anticipated future site uses include adult day healthcare center, teaching kitchen, community hall, pharmacy, and classrooms for College of the Redwoods and a nurses’ teaching program.

6) Accountability for community service needs, including governmental structure and operational efficiencies.

The DNHCD has a board of directors that are elected by registered voters within the District. The board meets regularly, and District board meetings comply with the Brown Act provisions. The

District has one part-time employee who provides administrative support for District activities. No potential options were identified with regard to DNHCD's government structure that would allow for more effective or efficient service provision.

The District maintains a website where information is made available to the public. Board meeting agendas and minutes are available on the Del Norte County website. The District makes documents available by request. The District demonstrated full accountability in its disclosure of information and cooperation with LAFCo. The agency responded to LAFCo's written questionnaires and cooperated with LAFCo inquiries and document requests.

7) Any other matter related to effective or efficient service delivery, as required by commission policy.

Additional facilities identified for the Wellness Center site include clinic expansion, adult day healthcare center, café, teaching kitchen, community hall, pharmacy, and classrooms. A site for a mobile MRI machine that currently provides service to Pelican Bay State Prison will allow County residents to access MRI services without traveling out of the county. The future development of these features was identified as the highest and best use of the site and will help maintain effective and efficient service delivery.

SPHERE OF INFLUENCE DETERMINATIONS

56425. (e) In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following:

1) The present and planned land uses in the area, including agricultural and open-space lands.

The DNHCD's service area and sphere of influence are coterminous with the Del Norte County boundary as shown on Figure 1. The District covers the entire unincorporated area of Del Norte County and the City of Crescent City. Land uses within the District boundaries are subject to the Del Norte County General Plan and Crescent City General Plan. Del Norte County is comprised of approximately 683,500 acres, of which approximately 192,357 acres (28 percent) are privately owned and 489,697 acres (72 percent) are publicly owned. As the DNHCD sphere is coterminous with the District boundary and the Del Norte County boundary, there is no opportunity to expand SOI and therefore no recommended changes.

2) The present and probable need for public facilities and services in the area.

The DNHCD has been serving the community since the 1940's. The District opened the Wellness Center in 2007, which provides space for the Del Norte Community Health Center - a nonprofit community clinic providing affordable primary medical, dental and mental health services. The Wellness Center also has space for other health related service providers. The District completed a site utilization study in 2010 to accommodate future healthcare needs to carry out the District's mission and vision. The Wellness Center is continuing to expand to offer more services to County residents.

3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The DNHCD has the capacity to establish, maintain, and provide assistance in the operation of health facilities and services. Overall, the District currently functions efficiently. The DNHCD budget demonstrates that the District has sufficient revenues to cover expenses and sustain the District at its current capacity.

4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

The District serves all of Del Norte County including unincorporated communities and the City of Crescent City. The District has not noticed any significant demographic trends. No areas of social or economic interest are known that are not already being served by the District.

5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities

and services of any disadvantaged unincorporated communities within the existing sphere.

The District SOI has no ability to expand due to already covering the entire County and therefore it is not proposed to be updated. The Municipal Services Review determination made for disadvantaged unincorporated communities applies to this determination as well.

REFERENCES

California Department of Finance (DOF), 2012. Interim Projections of Population for California. URL: <http://www.dof.ca.gov/research/demographic/reports/projections/interim/view.php>

Del Norte County Economic Forecast. California Department of Transportation (DOT), 2011. URL: http://www.dot.ca.gov/hq/tpp/offices/eab/socio_economic_files/2011/Del_Norte.pdf

Del Norte Healthcare District, 2011. Independent Auditor's Report on General Purpose Financial Statements for the Year Ended June 30, 2011. Donald R. Reynolds, CPA.

Del Norte Healthcare District, 2010. Site Utilization Study. Vanir.

Del Norte LAFCo, 2012 Del Norte Healthcare District Municipal Service Review

Personal Communication with Doris Hendricks, District Secretary, 10-11-18, 5-1-19, 6-26-19

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
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**RESOLUTION 19-02
APPROVING THE DEL NORTE HEALTHCARE DISTRICT
MUNICIPAL SERVICE REVIEW & SPHERE OF INFLUENCE UPDATE**

WHEREAS, the Del Norte Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Del Norte County; and

WHEREAS, the Commission staff prepared a municipal service review to evaluate the availability and performance of governmental services provided by the Del Norte Healthcare District, pursuant to California Government Code Section 56430; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner prescribed by law; and

WHEREAS, the Executive Officer’s report and recommendations on the sphere of influence update were presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all evidence presented at a public hearing on July 22nd, 2019; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Commission hereby accepts the Del Norte Healthcare District Municipal Service Review & Sphere of Influence Update, incorporated herein by reference.
2. The Del Norte Healthcare District sphere of influence update included within the Municipal Service Review has been appropriately informed by the Commission’s evaluation of the level and range of governmental services provided.
3. Pursuant to Government Code Section 56425(e), the Commission makes written statement of determinations for the Del Norte Healthcare District Municipal Service Review & Sphere of Influence Update, hereby incorporated by reference.
4. The Commission, as Lead Agency, determines that the sphere of influence update is exempt from further review under 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 update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.

5. The Executive Officer shall revise the official records of the Commission to reflect the updated spheres of influence for each district.

PASSED AND ADOPTED at a meeting of the Del Norte Local Agency Formation Commission, State of California, on the 22nd day of July 2019, by the following vote:

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

Roger Gitlin, Chair

Attest:

George Williamson, Executive Officer

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AGENDA ITEM 2B

MEETING DATE: July 22, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Del Norte Library District Municipal Service Review and Sphere of Influence Update

RECOMMENDATION

The following procedures are recommended for the Commission's consideration of this item:

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

Staff recommends the Commission approve Resolution No.19-03 approving the Del Norte Library District Municipal Service Review and Sphere of Influence Update.

DISCUSSION

The Del Norte County Library District (DNCLD or District) serves all of Del Norte County, California, which is a sparsely populated rural county with many low-income residents. The District lies entirely within the unincorporated area of Del Norte County and includes the incorporated City of Crescent City.

The DNCLD is composed of the main library in Crescent City, a branch library in Smith River, and the library literacy program, Del Norte Reads. The library system holds over 54,000 materials: books, magazines, DVDs, videocassettes, compact discs, audio books, and more. The DNCLD provides collections, programs, and leadership to promote the development of literate and informed citizens through open and equal access to cultural, intellectual, recreational, and informational resources.

The District appears to have sufficient funding to adequately finance the desired programs. The District receives most of its funding through property taxes, grant funding contributions, and fines. The Board of Trustees and Library Manager make budget decisions for the District. The District notes that as a special district they are not as dependent on state and federal funding as many other rural libraries, which has been an asset during recent budget shortfalls.

ATTACHMENTS

Attachment 1: Del Norte Library District MSR & SOI Update
Attachment 2: Resolution 19-03 Approving the Del Norte Library District MSR & SOI Update

Del Norte County Library District

Municipal Service Review &
Sphere of Influence Update



Commission Hearing Draft 2019

Del Norte
Local Agency Formation Commission

Del Norte Local Agency Formation Commission

Commissioners

Roger Gitlin	Chair & County Member
Jason Greenough	Vice Chair & City Member
Blake Inscore	City Member
Bob Berkowitz	County Member
Duane (Sparky) Countess	Public Member
Lori Cowan	Alternate County Member
Isaiah Wright	Alternate City Member
Judy Dobbs	Alternate Public Member

Staff

George Williamson, AICP, Executive Officer
Vanessa Blodgett, Services Analyst
Emily Morris, Staffing Services
Elizabeth Cable, Legal Counsel

Acknowledgements

LAFCo staff would like to thank the contributors to this Municipal Service Review. Input instrumental in completing this report was provided by the Del Norte County Library District General Manager, Shane Pipinos-Gausepohl. This report would not have been possible without the District's assistance.

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INTRODUCTION

This Municipal Service Review for the Del Norte County Library District (DNCLD) and its sphere of influence has been prepared by the Del Norte Local Agency Formation Commission (LAFCo) to assess existing and future public service conditions and to evaluate organizational options for accommodating growth and ensuring critical services are provided efficiently. This Municipal Service Review will be available for use by LAFCo, the Del Norte Library District, special districts, and the public to better understand how public services are provided within the district.

Review Methods

This Municipal Service Review was prepared by Del Norte LAFCo staff during 2018-19. The current Library Manager was contacted to obtain information concerning the current status of district operations. LAFCo staff reviewed pertinent resource documents such as the District website and Financial Statements to obtain detailed descriptions of existing infrastructure and services provided by the district. The draft Municipal Service Review was provided to the Del Norte Library District staff for review and clarification. All information gathered for this report is stored in Del Norte LAFCo files for future reference.

Statutory Authority

The fundamental role of the Local Agency Formation Commission (LAFCo) is to implement the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 consistent with local conditions and circumstances. The major goals of LAFCo as established by the Cortese-Knox-Hertzberg Act are to:

- Encourage orderly growth and development;
- Discourage urban sprawl;
- Preserve open-space and prime agricultural lands by guiding minimizing resource loss;
- Exercise its authority to ensure that affected populations receive efficient services;
- Promote logical formation and boundary modifications that direct the burdens and benefits of additional growth to those local agencies that are best suited to provide services;
- Make studies and obtain and furnish information which will contribute to the logical and reasonable development of local agencies to provide for present and future needs;
- Establish priorities by assessing and balancing community service needs with financial resources available to secure and provide community services and to encourage government structures that reflect local circumstances, conditions and financial resources; and
- Determine whether new or existing agencies can feasibly provide needed services in a more efficient or accountable manner and, where deemed necessary.

Special Districts in Del Norte County

A special district is a local governmental agency that delivers public services to a specific area. They are most often established by residents to supply local services in areas not being served by another service provider. In California, there are 58 counties, 481 cities and over 3,361 special districts, exclusive of school districts. Special districts provide critical services such as fire protection and emergency response and are governed by a board of directors and have defined boundaries in which they provide services and facilities. Special districts must have a statutory authority in order to be established. This authority can take the form of a generic statute which applies to all special districts of that type or may be formed by a special act tailored to the unique needs of a specific area. In Del Norte County, there are 20 special districts providing water, wastewater, fire protection, recreation and other services.

Service Review Determinations

In accordance with California Government Code Section 56430, Del Norte LAFCo conducts service reviews prior to, or in conjunction with, the mandated five-year schedule for updating spheres of influence of the agencies under its jurisdiction. As defined by State law, the service review is a comprehensive overview of public services within a given jurisdiction, addressing the public services provided by agencies subject to LAFCo's boundary regulation. The service review report must include an analysis of the issues and written determinations for each of the following:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence;
4. Financial ability of agencies to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

Sphere of Influence Determinations

A sphere of influence is a plan, adopted by LAFCo, for the probable future boundaries and service area of an agency, such as the DNCLD. State law requires LAFCo to periodically review each agency's sphere of influence and make any amendments LAFCo determines to be advantages. All subsequent boundary change decisions must be consistent with the adopted sphere (i.e., territory cannot be annexed by an agency unless it is within that agency's sphere).

When adopting or amending a sphere of influence, the law requires LAFCo to make determinations on a series of topics:

1. The present and planned land uses in the area, including agricultural and open-space lands;
2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency; and
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

The Municipal Service Review and Sphere of Influence determinations are included at the end of the report.

California Environmental Quality Act

The California Environmental Quality Act (CEQA) is contained in Public Resources Code § 21000 et seq. Public agencies are required to evaluate the potential environmental effects of their actions. MSRs are statutorily exempt from CEQA pursuant to § 15262 (feasibility or planning studies) and categorically exempt pursuant to CEQA Guidelines § 15306 (information collection). CEQA requirements are applicable to SOI Updates. The CEQA lead agency for SOI Updates is most often LAFCo, unless an agency has initiated an SOI expansion or update.

AGENCY PROFILE

The Del Norte County Library District (DNCLD or District) serves all of Del Norte County, California, which is just south of the Oregon border along the Pacific coast. It serves a sparsely populated rural county with many low-income residents. The District lies entirely within the unincorporated area of Del Norte County and includes the incorporated City of Crescent City.

The DNCLD is composed of the main library in Crescent City, a branch library in Smith River, and the library literacy program, Del Norte Reads. The main library was established as the Ladies Library by volunteers in 1906. The library moved to its current location in February 1983. The Smith River branch opened in April 2002 and is staffed entirely by volunteers. The DNCLD provides free library services to all residents living within the boundaries of Del Norte County with services available to all others for an annual fee. The library system holds over 54,000 materials: books, magazines, DVDs, videocassettes, compact discs, audio books, and more.

Vision Statement

The Del Norte County Library provides collections, programs, and leadership to promote the development of literate and informed citizens through open and equal access to cultural, intellectual, recreational, and informational resources.

Mission Statement

The existence of the Del Norte County Library District assures public ownership of print collections, digital resources, and gathering space for the citizens of the library district. The library is committed to sustaining the value of public library services for the greater Del Norte County community through the use of traditional and innovative technologies.

Del Norte County Library Values

- Excellence in customer service
- Providing, supporting and advocating access for all
- Acting with flexibility, creativity and initiative
- Working together with enthusiasm and optimism to reach goals
- Responsible stewardship of resources

Table 1: Del Norte County Library District Contact Information

Del Norte County Library District	Contact:	Shane Pipinos-Gausepohl, Library Manager
	Physical Address	190 Price Mall Crescent City, CA 95531
	Mailing Address:	Same as above
	Phone Number:	(707) 464-9793
	E-mail:	shane@delnortecountylibrary.org
	Website:	http://www.delnortecountylibrary.org

Governance

The district was formed to maintain and operate library services within the Del Norte County boundaries. In 1978, The Del Norte County Board of Supervisors granted formation for the Del Norte County Library District and its commission. The District was established for the purpose of providing county wide library services pursuant to Education Code sections 19400-19532.

The District’s governing body is an elected Board of Trustees; Trustees must be residents of the District/County. Although Board members are elected at-large, geographic representation within the county-wide service area is welcomed. The Board approves the Library Manager who acts as the chief administrative officer for the district. The district is staffed by nine part-time employees and between 5 and 10 volunteers.

Board meetings are held in the Reading Room of the main library at 190 Price Mall, Crescent City, on the fourth Thursday of each month at 9 a.m., with special meetings scheduled as

needed. All meetings are conducted and noticed as required by the Brown Act; meetings are announced on the District website and in the Library announcement area at County Offices.

Table 2: Del Norte Library District Board of Trustees

Board Member	Title	Term Expiration
Luttrell, Colleen	Board Member	2020
Schenck, Sierra	Board Member	2020
Roberts, John F.	Board Member	2020
Stanley, Angela	Board Member	2022
Gutierrez, Lupe	Board Member	2022

District Boundary

The Del Norte County Library District’s service area and sphere of influence are coterminous with the Del Norte County boundary as shown on Figure 1.

Growth and Population

According to the U.S. Census, the Del Norte County population increased from 27,507 in 2000 to 28,610 in 2010 for a 4.0 percent growth rate over 10 years (2000 and 2010 U.S. Census). The population estimate for 2016 was 27,540 (US Census, Population Estimates Program 2016). The only incorporated city in the county is Crescent City, which also grew in population by 4.0 percent over the last decade (DOF, 2012). The District largely contains resource and rural residential land and will likely continue to develop at current county-wide rates of 0.4 % per year.

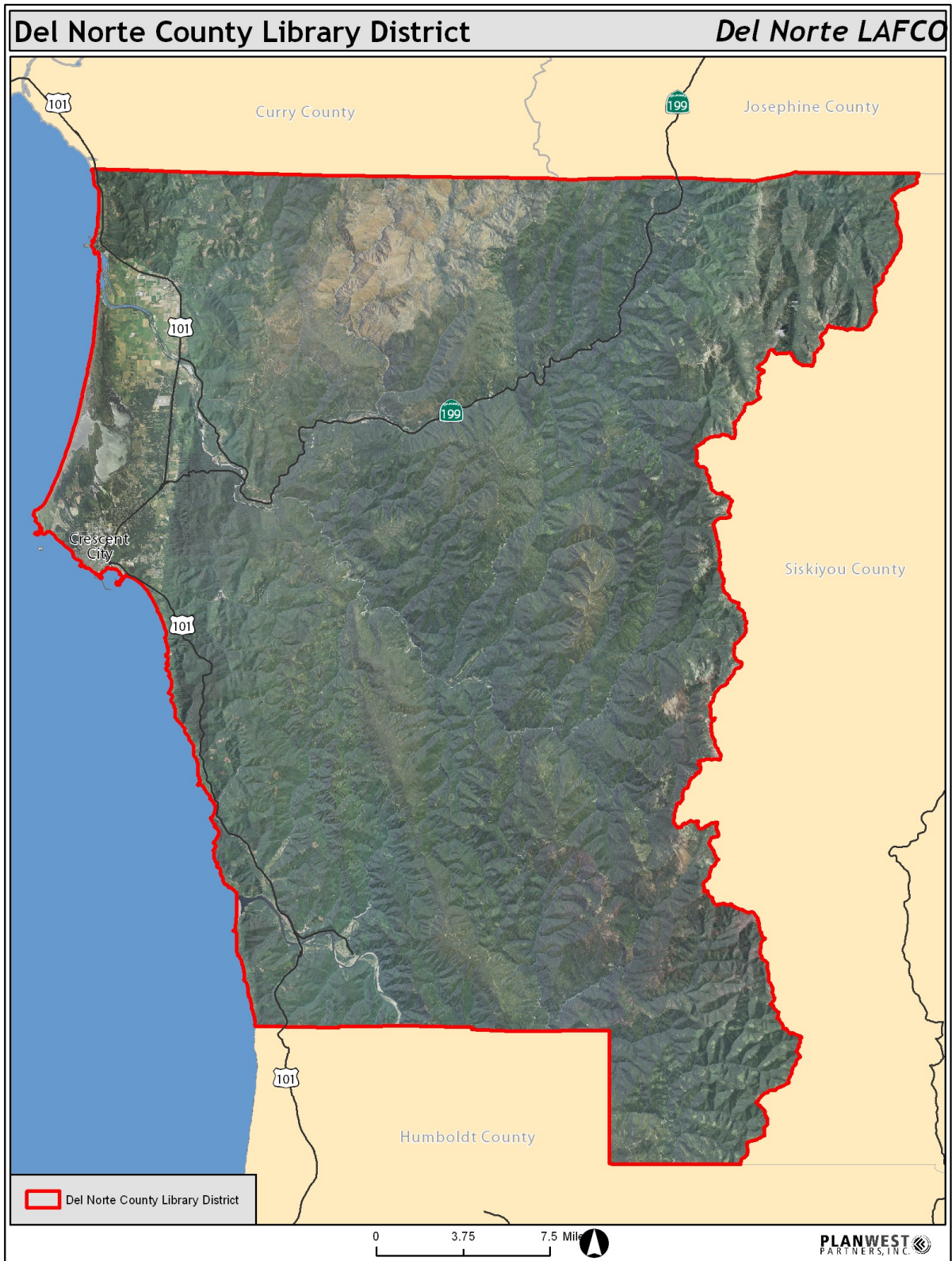
Existing and Planned Uses

The District covers the entire unincorporated area of Del Norte County and the incorporated area of City of Crescent City. Land uses within the District boundaries are subject to the Del Norte County General Plan and Crescent City General Plan. Del Norte County is comprised of approximately 683,500 acres, of which approximately 192,357 acres (28 percent) are privately owned and 489,697 acres (72 percent) are publicly owned.

SERVICES PROVIDED

The District was formed to maintain and operate library services within the County boundaries. Free use of books, videos, DVDs, audio books, music CDs, magazines and online resources are available to library card holders. The District also provides computer and internet access, printing, and community meeting space. The District website has audio and eBooks available for download. The main library is open Monday through Saturday from 10:00 a.m. to 6:00 p.m. The Smith River branch is open Monday, Wednesday, Friday 1 p.m. to 4 p.m. and Tuesday 11 a.m. to 3 p.m. It is closed on Thursday, Saturday and Sunday.

Figure 1 Del Norte County Library District



Del Norte Reads is a library Literacy Program in partnership with the Del Norte County Library District. It is a grant/donation funded program through California Library Services and it receives donations and funding through various community partnerships. Del Norte Reads provides free services including English as a second language classes, GED preparation classes, basic computer classes, and literacy tutoring. The Del Norte Reads Learning Center is located at 1080 Mason Mall #9, Crescent City and office hours are Monday-Wednesday 9 a.m. to 5p.m.

Other Service Providers

General Governmental Services

The County of Del Norte provides general governmental services which includes social services, emergency services, planning, public works, county roads and parks, etc. to the unincorporated areas of Del Norte County. The City of Crescent City provides similar general governmental services within city limits.

FINANCING

Revenues and Expenditures

According to District records, the library system operates on an annual budget of roughly \$220,000 (Del Norte County Library District Adopted Budget Fiscal Year 2018-19). The majority of revenues come from property taxes, grant funding, contributions, interest, and fines.

Revenues have decreased in the past four years from a high of \$231,759 in FY 2015-16 to the current Fiscal Year's Budget of \$212,091, a decrease of nearly \$20,000. District expenditures include salaries, benefits, services and supplies. Overdue book fines provide a source of income for the district. The overdue fine for library books, audio books and music CDs is 25 cents per item per day (including the days the library is closed) up to a maximum of \$10.00. The overdue charge for DVDs and videos is \$1.00 per day also up to a maximum of \$10.00. The DNCLD statement of revenues and expenditures summary is below (Table 3).

Table 3. Statement of Revenues & Expenditures Summary-Del Norte County Library

Revenues	Actual Budget FY 2015-16	Actual Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Taxes	\$179,993	\$178,500	\$178,500	\$181,550
Grant Revenues	\$12,290	\$5,339	\$5,339	\$1,800
Interest	\$2,522	\$2,500	\$2,500	\$4,000
Redevelopment	\$13,484	\$13,327	\$13,327	\$10,641
Book Fines	\$5,216	\$5,000	\$5,000	\$3,800
Other/Donations	\$18,254	\$17,860	\$17,510	\$10,300
Total Revenues	\$231,759	\$222,526	\$223,226	\$212,091

Expenditures	Actual Budget FY 2015-16	Actual Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Salaries and Benefits	\$147,754	\$136,500	\$166,254	\$143,500
Services and Supplies	\$93,121	\$94,329	\$94,680	\$119,660
Intra/Inter Fund Transfers			\$13,000	\$13,000
Contingency			\$3,000	\$5,000
Total Expenditures	\$240,375	\$230,329	\$275,944	\$212,096
Net	-\$8,516	-\$8,303	-\$52,718	-\$5

The DNCLD also prepares and adopts a budget each Fiscal Year for their Del Norte Reads program. For FY 208-19, total expenditures totaled \$47,125 and total revenues to the program totaled \$28,825 for a net cost of \$18,300. The District prepares and adopts a final budget on or before June 30th of each fiscal year.

The District budget has been cut and the amount allocated to buy books has been reduced by half. The County assumed that more people were reading electronic books on devices, but the library manager disagreed with this assessment and thought that the budget cuts posed a hardship to the library (Pers. Comm. S. Pipinos-Gausepohl, Library Manager 10-12-18).

MUNICIPAL SERVICES REVIEW DETERMINATIONS

56430. (a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

1) Growth and population projections for the affected area.

According to the US Census, the total population in Del Norte County was 28,610 in 2010. The US Census Population Estimates Program in 2016 gave the population as 27,540 indicating a drop in population since the last Census estimate. The District largely contains resource and rural residential land and will likely continue to develop at current county-wide rates of 0.4 percent per year. These are relatively low growth rates compared to much of the rest of the state. Given the county-wide growth rate of 0.4 percent per year, Del Norte County's projected population is 29,967 in 2020 and 31,252 in 2030 (DOF, 2012). The DNCLD serves the entire County and has the capacity to accommodate this relatively low projected growth.

2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere.

A disadvantaged unincorporated community is defined as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income (pursuant to Government Code Section 56033.5 and Water Code Section 79505.5). Using data from the 2010 Census, the statewide annual median

household income is \$54,459. Eighty percent of the statewide annual median household income is \$43,567.

The Del Norte County median household income (2006-2010), as reported by the 2010 Census, is \$36,118, which is below the 80 percent threshold referenced above. This prompts the Commission to prepare a written determination on infrastructure needs or deficiencies within or contiguous to the DNCLD's sphere of influence.

The District serves the entire unincorporated area of Del Norte County and the incorporated City of Crescent City. There are a number of small unincorporated communities in the County including Klamath to the south of Crescent City, Gasquet to the east, and Smith River to the north. Del Norte County is largely rural in character comprised of approximately 683,500 acres, of which approximately 192,357 acres (28 percent) are privately owned and 489,697 acres (72 percent) are publicly owned.

The District offers free services to County residents who can check out books, audio, digital resources, and use computers with internet access and printing capabilities. Meeting space is also available for use by library patrons. The District operates the main library in Crescent City and a branch in Smith River; however, there are no library services in Klamath, Hiouchi, or Gasquet. The Del Norte Reads program provides free services including English as a second language classes, GED preparation classes, basic computer classes, and literacy tutoring.

3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere.

The District provides library services to County residents from branches in Crescent City and Smith River and operates the Del Norte Reads program. These locations adequately serve County residents and fulfill the District's mission to assure public ownership of print collections, digital resources, and gathering space for the citizens of the library district. Therefore, the District meets current and projected future demand for services.

4) Financial ability of agencies to provide services.

The District appears to have sufficient funding to adequately finance the desired programs. The District receives most of its funding through property taxes, grant funding contributions, and fines. The Board of Trustees and Library Manager make budget decisions for the District. The District notes that as a special district they are not as dependent on state and federal funding as many other rural libraries, which has been an asset during the recent budget crisis.

5) Status of, and opportunities for, shared facilities.

The main library in Crescent City offers meeting space for community groups; currently the Apple Users Group holds their monthly meetings at the library. The Smith River branch library is

provided space to operate rent free in the Community Hall and is staffed by volunteers. Del Norte Reads is a library Literacy Program in partnership with the Del Norte County Library District. It is a grant/donation funded program through the California Library Services and it receives donations and funding through various community partnerships.

6) Accountability for community service needs, including governmental structure and operational efficiencies.

The District is staffed by a combination of paid and volunteer staff. There is currently one full-time library manager, nine part-time staff and 5-10 volunteers. The District has shown the ability to operate efficiently with minimal staff and budget. The Literacy Coordinator is a part-time hourly position which is entirely grant funded. The Smith River Branch is staffed by volunteers. No potential options were identified with regard to DNCLD's government structure that would allow for more effective or efficient service provision.

The DNCLD has a Board of Trustees that are elected by registered voters within the district. The Board approves the Library Manager who acts as the chief administrative officer for the District. The board meets regularly, and district board meetings comply with the provisions of the Brown Act. The District has a website where information is made available to the public, such as board meeting agendas and minutes, and the activities of the District. The District demonstrated full accountability in its disclosure of information and cooperation with LAFCo. The agency responded to LAFCo's written questionnaires and cooperated with LAFCo inquiries and document requests.

7) Any other matter related to effective or efficient service delivery, as required by commission policy.

The District received a grant to offer a service beginning in August 2012 and began checking out laptop computers. There are no further matters related to effective or efficient service delivery to report at this time.

SPHERE OF INFLUENCE DETERMINATIONS

56425. (e) In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following:

1) The present and planned land uses in the area, including agricultural and open-space lands.

The DNCLD's service area and sphere of influence are coterminous with the Del Norte County boundary as shown on Figure 1. The District covers the entire unincorporated area of Del Norte County and the City of Crescent City. Land uses within the District boundaries are subject to the Del Norte County General Plan and Crescent City General Plan. Del Norte County is comprised of approximately 683,500 acres, of which approximately 192,357 acres (28 percent) are privately owned and 489,697 acres (72 percent) are publicly owned. As the DNCLD sphere is coterminous with the District boundary and the Del Norte County boundary, there is no opportunity to expand the SOI and therefore no recommended changes.

2) The present and probable need for public facilities and services in the area.

The DNCLD provides the only public library services in the Del Norte County. As stated in the mission statement their existence assures public ownership of library materials and collections. The District will continue to serve the present and projected future need for library services in Del Norte County.

3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The DNCLD provides library services to Del Norte County. Overall, the district currently functions efficiently. The DNCLD budget demonstrates that the district has sufficient revenues to cover expenses and sustain the district at its current capacity.

4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

The district serves all of Del Norte County including unincorporated communities and the City of Crescent City. No areas of social or economic interest are known that are not already being served by the district. The Del Norte Reads program provides free services including English as a second language classes, GED preparation classes, basic computer classes, and literacy tutoring.

5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

The District SOI has no ability to expand due to already covering the entire County and therefore it is not proposed to be updated. The Municipal Services Review determination made for disadvantaged unincorporated communities applies to this determination as well.

REFERENCES

California Department of Finance (DOF), 2012. Interim Projections of Population for California. URL: <http://www.dof.ca.gov/research/demographic/reports/projections/interim/view.php>

Del Norte County Library District Adopted Budget Fiscal Year 2018-19

Del Norte County Economic Forecast. California Department of Transportation (DOT), 2011. URL: http://www.dot.ca.gov/hq/tpp/offices/eab/socio_economic_files/2011/Del_Norte.pdf

Del Norte County Library website. URL: <http://www.delnortecountylibrary.org/>

Personal Communication, Shane Pipinos-Gausepohl, Library Manager 10-12-18

US Census Bureau 2016 Population Estimates Program
URL: <https://www.census.gov/quickfacts/fact/table/delnortecountycalifornia/PST045216>

**DEL NORTE
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**RESOLUTION 19-03
APPROVING THE DEL NORTE LIBRARY DISTRICT
MUNICIPAL SERVICE REVIEW & SPHERE OF INFLUENCE UPDATE**

WHEREAS, the Del Norte Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Del Norte County; and

WHEREAS, the Commission staff prepared a municipal service review to evaluate the availability and performance of governmental services provided by the Del Norte Library District, pursuant to California Government Code Section 56430; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner prescribed by law; and

WHEREAS, the Executive Officer’s report and recommendations on the sphere of influence update were presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all evidence presented at a public hearing on July 22, 2018; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Commission hereby accepts the Del Norte Library District Municipal Service Review, incorporated herein by reference.
2. The Del Norte Library District sphere of influence included within the Municipal Service Review has been appropriately informed by the Commission’s evaluation of the level and range of governmental services provided.
3. Pursuant to Government Code Section 56425(e), the Commission makes written statement of determinations for the Del Norte Library District Municipal Service Review & Sphere of Influence Update, hereby incorporated by reference.
4. The Commission, as Lead Agency, determines that the sphere of influence update is exempt from further review under 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 update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.

5. The Executive Officer shall revise the official records of the Commission to reflect the updated spheres of influence for each district.

PASSED AND ADOPTED at a meeting of the Del Norte Local Agency Formation Commission, State of California, on the 22nd day of July 2019, by the following vote:

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

Roger Gitlin, Chair

Attest:

George Williamson, Executive Officer

REGULAR MEETING MINUTES

Del Norte Local Agency Formation Commission Board of Supervisors Chambers June 3rd, 2019 4:00 pm

Members present: Roger Gitlin (Chairman), Bob Berkowitz, Blake Inscore, Public Member Sparky Countess

Members absent: Jason Greenough (Vice-Chair)

Others present: Executive Officer George Williamson, Elizabeth Cable, County Counsel

1. Call to Order/Roll Call

Chairman Gitlin called the meeting to order at 4:00 p.m. Chairman Gitlin led the Pledge of Allegiance.

2. Public Hearings

A. Budget- Approval of Final FY 2019 -20 Budget

Commission received staff report

Opened public hearing

On a motion by Commissioner Berkowitz, seconded by Commissioner Inscore, Resolution 19-01 was adopted, and the final FY 2019 -20 Budget was approved by a 3-0 vote. Public Member Countess was not present for the vote.

Public Member Countess arrived at 4:05 PM.

3. Regular Business

A. Approval of March 25, 2019 Draft Minutes

On a motion by Commissioner Inscore, seconded by Commissioner Berkowitz and carried by a 4-0 vote the March 25, 2019 minutes were approved.

B. FY 2018-19 Budget Review for Quarter 3

A review of the FY 2018-19 Budget revenues and expenses through Quarter 3 was received and filed.

C. Alternate Public Member Appointment

No completed applications were received by the LAFCo Office by the stated deadline of May 31 2019, so the Commission was unable to consider the appointment of the Alternate Public Member at its June 3 2019 meeting. The current Alternate Public Member is Judy Dobbs and she has expressed interest in continuing to hold the position. She has been contacted by staff and will submit an application to the LAFCo office. The recommendation to extend the deadline for Alternate Public Member application submittal was approved by a 4-0 vote. The Motion was made by Commissioner Countess with a second by Commissioner Berkowitz.

D. Approval of FY 2019-20 Staffing Services Contract

The FY 2019-20 Staffing Services Contract was approved by a 4-0 vote. The Motion was made by Commissioner Berkowitz with a second by Commissioner Countess. The Motion was amended by Commissioner Berkowitz with a second by Commissioner Countess to include the figures stated in Exhibit A of Resolution 19-01 regarding the contract amounts as part of the record (\$24,500.00 for MSR/SOI Preparation, \$10,000 for Application processing, \$47,520.00 for professional services executive officer/ admin.). There was discussion that prior to the next proposed Staffing Services Contract extension there should be a closed session held to discuss staffing services.

E. Del Norte Fire Chiefs Association Emergency Dispatch Proposal Update

The Del Norte Fire Chief's Association Dispatch proposal was discussed. A Request for Qualifications is being developed to generate responses from qualified dispatch service providers. Any contract for dedicated dispatch services would require coordination among many agencies and the effort is ongoing.

Klamath Fire District preparedness, staffing and the need for emergency services in the community, including for the Yurok Tribe was discussed.

4. Inquiries, Correspondence, Application Status and Referrals

Staff - The Executive Officer provided a report of current projects, issues of interest, and pending legislation. Status: The Executive Officer provided two informational items to the Commission.

1. MSR & SOI Update Compliance Work Plan

Information about current MSR/SOIs completed, in-progress and scheduled for the future was favorably received by the Commission.

2. ICMA's webinar June 12 "Encouraging Inclusive Communities"

Information about the upcoming educational webinar was presented.

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). Commission comment: None.

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. Public comment: None.

5. Adjournment

Chairman Gitlin noted that the next regular meeting is July 22 2019 and Adjourned the meeting at 4:55 PM

Respectfully Submitted

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AGENDA ITEM 3B

MEETING DATE: July 22, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2018-19 Final Budget Review

BACKGROUND

Local Agency Formation Commissions (LAFCo) are responsible under State law for annually adopting a proposed budget by May 1st and a final budget by June 15th. State law specifies the proposed and final budgets shall – at a minimum – be equal to the budget adopted for the previous fiscal year unless LAFCo finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

DISCUSSION

The Final FY 2018-19 Budget (Shown in Attachment 3B) was adopted by the Commission at the June 4, 2018 meeting. The adopted FY 2018-2019 Budget was provided to the County and City of Crescent City for payment.

Attached to this staff report is a budget spreadsheet showing revenues and expenses for FY 2018-19 and a year end total. Total expenditures have come in at budget or under budget for each of the line item expenses.

Professional Services were less than anticipated this fiscal year. Specifically, the MSR/SOI Preparation budget was \$24,500.00, while expenses were \$17,219.04. Executive Officer/Admin. expenses were budgeted at \$47,520.00 and were \$45,995.00, Legal Counsel was budgeted at \$2,000.00 and was \$787.60 and Advertising/Publications was budgeted at \$400.00, while costs were \$165.75. These unexpended funds need to be allocated for future MSRs. No applications were received for this fiscal year, so there were no application processing expenditures. Public member Sparky Countess attended four meetings in FY 2018-19 and was reimbursed a \$40 stipend per meeting for a total of \$160.00. Total expenditures were \$69,043.92, less than the budgeted amount \$89,557.00, giving an unexpended amount of \$20,513.08.

There was no incoming Project Revenue because there were no applications filed during FY 2018-19. Interest revenues were \$640.59; significantly more than the budgeted amount of \$11.00. This brought total revenue to \$80,177.59, leaving a net balance of \$11,133.67 after total expenses accounting.

CALAFCO Board Member Commissioner Inscore meeting expenses were also under budget. Although \$1,449.00 Contingency Funds were allocated, actual expenses were \$1,026.74, and the ending Contingency Fund balance for FY 2018-19 was \$10,083.87.

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RECOMMENDATION

Receive and File

ATTACHMENTS

FY 2018-19 Budget Revenues and Expenditure Final Budget Review

DEL NORTE LOCAL AGENCY FORMATION COMMISSION

ATTACHMENT 3B FY 2018-19 Budget Revenues and Expenditure Final Budget Review

FY 2018-19 EXPENDITURES	Adopted Budget FY 2018-19	Quarters 1 & 2	Quarters 3 & 4	Year End Total
SERVICES & SUPPLIES				
Insurance	\$2,100.00	\$2,100.00	\$0.00	\$2,100.00
CALAFCO Membership	\$925.00	\$925.00	\$0.00	\$925.00
Printing	\$50.00	\$0.00	\$0.00	\$0.00
Postage	\$50.00	\$0.00	\$0.00	\$0.00
PROFESSIONAL SERVICES				
MSR/SOI Preparation	\$24,500.00	\$8,942.54	\$8,276.50	\$17,219.04
Application Processing	\$10,000.00	\$0.00	\$0.00	\$0.00
Prof. Serv. Exec Officer/ Admin.	\$47,520.00	\$22,022.29	\$23,972.74	\$45,995.03
Prof. Serv. Legal Counsel	\$2,000.00	\$442.88	\$344.72	\$787.60
Advertising/Publications	\$400.00	\$89.00	\$76.75	\$165.75
Conferences (CALAFCO)	\$0.00	\$0.00	\$0.00	\$0.00
Interfund-Cost Plan	\$1,692.00	\$846.00	\$846.00	\$1,692.00
Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$320.00	\$0.00	\$160.00	\$160.00
TOTAL EXPENDITURES	\$89,557.00	\$35,367.71	\$33,676.21	\$69,043.92
2018-19 REVENUES				
Project Revenue (Application Deposits)*	\$10,000.00	\$0.00	\$0.00	\$0.00
Interest	\$11.00	\$247.96	\$392.63	\$640.59
Del Norte County	\$39,768.50	\$39,768.50	\$0.00	\$39,768.50
City of Crescent City	\$39,768.50	\$39,768.50	\$0.00	\$39,768.50
TOTAL REVENUES	\$89,557.00	\$79,784.96	\$392.63	\$80,177.59
CONTINGENCY FUND ALLOCATIONS**				
Authorized CALAFCO Board Travel Expenses	\$1,449.00	\$686.48	\$340.26	\$1,026.74
Contingency Fund Balance (Account #42801007100)	\$9,661.61	\$10,424.13	\$10,083.87	\$10,083.87

*Application Deposits were \$0.00 for this Fiscal Year because no Applications were received

** Contingency Funds were allocated to Commissioner Inscore to cover his travel expenses to CALAFCO conferences. Although \$1,449.00 was allocated only \$1,026.74 was used, giving a larger Contingency Fund Balance than anticipated.

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AGENDA ITEM 3C

MEETING DATE: July 22, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Alternate Public Member Appointment

BACKGROUND

Del Norte LAFCo invited interested persons to apply for the position of Alternate Public Member on the Commission by publishing a press release in the Del Norte Triplicate and posting the application on its website. The alternate fully participates in the discussion and deliberation at LAFCo meetings but votes only when the regular public member is absent or otherwise excused. The new four-year term for the Alternate Public Member runs through June 30, 2023.

DISCUSSION

The current Alternate Public Member is Judy Dobbs and she expressed interest in continuing to hold the position. She has been contacted by staff and submitted an application to the LAFCo office. The application is attached for review.

RECOMMENDATION

Approve Judy Dobbs to serve as Alternate Public Member through the term ending June 30, 2023.

ATTACHMENTS

Alternate Public Member Application

APPLICATION: ALTERNATE PUBLIC MEMBER

Candidates for the position of alternate public member must complete this application and provide a supplemental resume. All application materials must be submitted to the LAFCo office at 1125 16th Street, Suite 202, Arcata, CA 95521, or emailed to the Executive Director at eo@delnortelafco.org on or before May 10, 2019.

DATE: 5/31/2019

NAME: Judy Dobbs

ADDRESS: 15005 Ocean View Drive

PHONE: 707-954-6501

E-MAIL: judybdobbs@gmail.com

LENGTH OF RESIDENCE IN DEL NORTE COUNTY: 24 years

ARE YOU AN OFFICER/ EMPLOYEE OF THE COUNTY, A CITY OR SPECIAL DISTRICT WITHIN DEL NORTE COUNTY? No

PRESENT OCCUPATION: Broker/Owner of Chelsea Realty, Smith River, CA 95567

DUE TO YOUR CURRENT EMPLOYMENT OR OCCUPATION, DO YOU ANTICIPATE ANY CONFLICTS OF INTEREST REGARDING DECISIONS YOU WILL BE ASKED TO MAKE AS A LAFCO MEMBER? IF SO, PLEASE EXPLAIN. No

ORGANIZATION MEMBERSHIP(S):
Del Norte Association of Realtors

SPECIAL INTERESTS/ EXPERIENCE:
Teaching third grade - 6 years, Long Beach, CA; many volunteer groups, such as, Orange County Performing Arts Ctr.; Red Cross Red Ribbon; PICH (Irvine Hospital Board); Corona del Mar H.S. and University H.S. Football Boards; Newport Beach National Charity League; Girl Scout Leader and more

3 REFERENCES (NAME AND PHONE);

Julie Guthrie - 925-518-3278; Dale Griffith - 541-526-1830; Sharon Tedsen - 707-458-3010; Donna DeWolf - 707-954-3507

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AGENDA ITEM 3D

MEETING DATE: July 22, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: MSR & SOI Preparation Update: Bertsch-Oceanview CSD and Del Norte County Fairgrounds Recreation & Park District

DISCUSSION

Both the Bertsch-Oceanview CSD and the Del Norte County Fairgrounds Recreation & Park District MSR & SOI updates are under preparation and should be ready to go before the Commission for approval at the September 23, 2019 meeting.

Bertsch-Ocean View Community Services District (BOVCSD) was formed to maintain and operate water connections within District boundaries. BOVCSD covers approximately 900 acres and serves the unincorporated community located two miles southeast of Crescent City. The last MSR/SOI adopted for BOVCSD was in 2010, so the District is due for an MSR/SOI update. BOVCSD was established as a separate District providing water service only for bond repayment. This bond will reach completion in 2034 but the District may need to evaluate its purpose before bond repayment is complete. Steve Paynter, the former District engineer, is currently acting as Interim District manager. Given that his role is unpaid, and he wishes to move into complete retirement, the District needs to actively pursue hiring a new District manager. In addition, a Capital Improvement Plan (CIP) will need to be developed to document future uses of District revenue. An option that could be addressed in the MSR/SOI update is the adoption of a Zero Sphere for the District and its subsequent dissolution.

Del Norte County Fairgrounds Recreation and Park District (DNCFRPD or District) was formed in 2014. DNCFRPD is a county-wide, independent special district formed pursuant to Public Resources Code (PRC) Section 5780 et seq. The purpose of the District is to provide funding to maintain and operate the Del Norte County Fairgrounds. District formation was contingent on voter approval of a special sales tax that was approved on the November 2014 ballot. The 2019 MSR update will allow LAFCo, local agencies, and the public to better understand how public services are provided by the DNCFRPD. Specifically, this update will document how the District has performed since formation. One item that is essential to include in the MSR update is a Capital Improvement Plan (CIP). Planwest staff has been working with DN Fairgrounds CEO, Kim Floyd and DNCFRPD staff, Wilma Madden, to develop a current CIP for 2019-2023. This CIP will document the current condition and needed repairs to fairground buildings and facilities. To this end, an estimator has been contacted to conduct a fairgrounds site visit and give cost analyses of repairs and upgrades. This information will allow Kim Floyd to develop a timeline that prioritizes needed repairs.

RECOMMENDATION

Receive and file.

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AGENDA ITEM 3E

MEETING DATE: July 22, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Fiscal Year 2019-20 Meeting Dates

DISCUSSION

The Commission meets every other month instead of monthly, on the fourth Monday. The remaining Fiscal Year 2019-20 meeting dates are listed below.

September 23, 2019

November 25, 2019 (this date falls during Thanksgiving week)

January 27, 2020

March 23, 2020

June 8, 2020 (this meeting held early to comply with budget adoption requirements)

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AGENDA ITEM 3F

MEETING DATE: July 22, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Del Norte County Fire Chiefs Association - Dispatch Proposal update

INTRODUCTION

While the Del Norte County Sheriff's office provides combined law enforcement and emergency services dispatch, the DNCFCA has expressed interest in contracting for dedicated dispatch services. Benefits could include telecommunications equipment, training and expertise, redundancy and 24/7/365 coverage specifically for the fire districts and other emergency services providers. Telecommunications advances allow dispatch services to be provided from an out of area location. The DNCFCA will seek the highest services levels, from well trained staff, in a cost-effective manner, in as timely a schedule as possible. A contract with a dedicated emergency dispatch provider would allow for these benefits and allow for DNCFCA to set the contracts terms to receive maximum benefit. The Chiefs consider the Sheriff's office an important partner and feel this could have mutual benefits.

DISCUSSION

DNCFCA has been discussing sending out a Request for Qualifications (RFQ) to generate interest from emergency dispatch providers. Emergency dispatch support would include providing fire department 9-1-1 emergency dispatch services and effectively directing the closest available resources to all emergency incidents. The dispatcher must have the knowledge, expertise and availability to provide effective emergency dispatch services to Del Norte County. This has been the topic of several Chief's meeting. The last one was attended by Kimmie Scott the new DN County Emergency Services Manager. She has good contacts within Del Norte County tribes and could help with soliciting funding support.

The DNCFCA have inquired about the possibility of inclusion into CalFIRE Humboldt-Del Norte Unit dispatch services. Recent contact with the CalFIRE Humboldt-Del Norte Unit Chief indicates that there could be significant delays in expanding their dispatch to Del Norte, given internal obligations and reorganization. CalFIRE is currently under contract to Arcata Fire Protection District for dispatch services and the District Chief was just informed annual dispatch services cost will go from \$65,000 to \$90,000 next year and will likely rise to \$300,000 annually after one year. This cost makes CalFIRE dispatch services prohibitively expensive for both Del Norte and Humboldt Counties and makes looking for other dispatch options even more timely. LAFCo staff are providing support to support implementation of regional MSR recommendations.

RECOMMENDATIONS

Receive and file.