

REGULAR MEETING AGENDA

Del Norte Local Agency Formation Commission
Board of Supervisors Chambers
981 H Street, Suite 100, Crescent City, CA 95531
January 27th, 2020 4:00 pm

1. Call to Order/Roll Call
Pledge of Allegiance
2. Election of Officers for 2020
3. Regular Business
 - A. Approval of December 9, 2019 Draft Minutes (ATTACHMENT 3A)
 - B. FY 2019-20 Mid-year Budget Review (ATTACHMENT 3B)
 - C. MSR Compliance Work Program (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.
 - 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 March 23, 2020.

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.

REGULAR MEETING MINUTES

Del Norte Local Agency Formation Commission Board of Supervisors Chambers December 9, 2019 4:00 pm

Members present: Roger Gitlin (County Member & Chairman), Bob Berkowitz (County Member), Blake Inscore (City Member), Jason Greenough (City Member & Vice-Chair), Judy Dobbs (Alternate Public Member)

Members absent: Sparky Countess (Public Member)

Others present: George Williamson (Executive Officer), Vanessa Blodgett (Administrator/Analyst), Elizabeth Cable (Legal Counsel)

1. Call to Order/Roll Call

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

2. Regular Business

A. Approval of July 22, 2019 Draft Minutes

On a motion by Commissioner Inscore, seconded by Commissioner Berkowitz and carried by a 5-0 vote the July 22, 2019 minutes were approved.

B. Special District Recruitment

Darrell Moorehouse, a Smith River FPD volunteer, presented information to the Commission about his application to become a Smith River FPD Board Member. Because the Board missed deadlines for Board appointment to fill a vacancy as well as County Board of Supervisor's appointment to fill the vacant position, the Smith River Board must go to election.

C. SB 929 Special Districts websites

California Legislation SB 929 was discussed, and the Commission unanimously approved sending a letter about website requirements effective January 1, 2020 along with CSDA website requirement information and a hardship resolution template to be modified and adopted by Special Districts as necessary.

D. MSR & SOI Preparation Update: Bertsch-Oceanview Community Services District, Del Norte County Fairgrounds Recreation & Park District & Smith River Cemetery District

Information about MSR progress was received by the Commission.

E. Del Norte LAFCo Remaining Commission Meeting Dates FY 2019-20

On a motion by Commissioner Berkowitz, seconded by Commissioner Greenough and carried by a 5-0 vote the remaining FY 2019-20 meeting dates were approved.

3. **Inquiries, Correspondence, Application Status and Referrals**

Staff - The Executive Officer may provide a report of current projects, issues of interest, and pending legislation. Executive Officer comment: None.

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: The Commission discussed CALAFCO dues for 2020-21. The dues will be divided between Suburban, Rural and Urban Districts and will be allocated by population. Dues are estimated at \$1,375.

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.

4. **Adjournment**

Chairman Gitlin noted that the next regular meeting is January 27, 2020

Chairman Gitlin adjourned the meeting at 4:50 PM

Respectfully Submitted

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
eo@delnortelafo.org

AGENDA ITEM 3B

MEETING DATE: January 27, 2020
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2019-20 Midyear Accounting

DISCUSSION

The FY 2019-2020 Midyear accounting is attached. Revenues have been deposited/requested from both the City and County.

RECOMMENDATION

The following procedures are recommended with respect to the Commission's consideration of this item:

By order of Chair, with Commission concurrence, review FY 2019-2020 Midyear Budget accounting.

ATTACHMENT

FY 2019-2020 Midyear Budget Revenues and Expenditure Report

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FY 2019-20 Midyear Budget Revenues and Expenditure Report

| FY 2019-20 EXPENDITURES | Adopted Budget | Quarters 1 & 2 |
|---|-----------------------|---------------------------|
| SERVICES & SUPPLIES | | |
| Insurance | \$2,100.00 | \$2,100.00 |
| CALAFCO Membership | \$1,075.00 | \$1,075.00 |
| Printing | \$50.00 | \$0.00 |
| Postage | \$50.00 | \$0.00 |
| Professional Services | | |
| MSR/SOI Preparation | \$24,500.00 | \$4,164.00 |
| Application Processing | \$10,000.00 | \$0.00 |
| Prof. Serv. Exec Officer/ Admin. | \$47,520.00 | \$20,250.38 |
| Prof. Serv. Legal Counsel | \$2,000.00 | \$587.54 |
| Advertising/Publications | \$400.00 | \$0.00 |
| Conferences (CALAFCO) | \$0.00 | \$0.00 |
| Interfund-Cost Plan | \$1,692.00 | \$0.00 |
| Public Member Stipend (up to 8 mtgs @ \$40/mtg) | \$320.00 | \$0.00 |
| TOTAL EXPENDITURES | \$89,707.00 | \$28,176.92 |
| 2019-20 REVENUES | | |
| Project Revenue (App. Deposits) | \$10,000.00 | \$0.00 |
| Interest | \$20.00 | \$0.00 |
| Del Norte County | \$39,853.50 | \$39,853.50 |
| City of Crescent City | \$39,853.50 | \$39,853.50 |
| Funds from Account #42801007100 | \$0.00 | \$0.00 |
| TOTAL REVENUES | \$89,727.00 | \$79,707.00 |

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AGENDA ITEM 3C

MEETING DATE: January 27, 2020
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Municipal Service Review (MSR) & Sphere of Influence (SOI)
Compliance Work Program

DISCUSSION

The Bertsch-Ocean View CSD, Del Norte County Fairgrounds Recreation & Park District, and Smith River Cemetery MSR & SOI updates are currently under preparation and are anticipated to be ready for Commission review in early 2020. Drafts will be distributed to the Districts for review and comment prior to Commission review.

In addition, County Service Area (CSA) No. 1, Crescent City Harbor District and the Del Norte County Resource Conservation District are due for MSR & SOI reviews in 2020.

RECOMMENDATION

Staff recommends the Commission receive and file this report.

ATTACHMENT

MSR & SOI 2019-20 Compliance Work Program

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MSR & SOI 2019-20 Compliance Work Program

| Agency Name | SOI & MSR Status | Contact Information | Next Update |
|------------------------------------|--|---|--------------------|
| CITIES | | | |
| City of Crescent City | MSR & SOI Approved January 2019 | 377 J. St, Crescent City, CA 95531; Eric Weir; City Manager; (707) 464-7483, eweir@crescentcity.org | 2024 |
| COMMUNITY SERVICE DISTRICTS | | | |
| Bertsch-Ocean View | MSR & SOI Approved August 2010 | 844 Keller Ave, Crescent City, CA 95531; Steve Paynter, Business Manager; (707) 954-3562, paynter@frontier.com | In progress |
| Big Rock | MSR Approved Nov 2015 & SOI Approved April 2016 | P.O. Box 453, Crescent City, CA 95531; Craig Bradford; (707) 458-9933 | 2021 |
| Church Tree | MSR & SOI Approved September 2018 | 251 Church Tree Road, Crescent City, CA 95531; Jim Nelson; (707) 465-1753 | 2023 |
| Gasquet | MSR & SOI Approved 2016 | P.O. Box 86, Gasquet, CA 95543; Michael Morgan (707) 457-3450 or (707) 457-3107; gcsd1@outlook.com | 2021 |
| Hunter Valley | MSR & SOI Approved 2016 Part of Regional South County | 25 Del Ponte Drive, Klamath CA, 95548; Paul Crandall; (707) 482-0369 | 2021 |
| HRC | MSR & SOI September 2018 | 231 Bell Hole Loop, Crescent City, CA 95531; Wes White; (707) 951-4059 | 2023 |
| Klamath | MSR & SOI Approved 2016 Part of Regional South County | P.O. Box 430, Klamath, CA 95548; Margaret Caldwell, (707) 482-0245 or (707)482-1375 | 2021 |
| Redwood Park | MSR & SOI Approved 2016 Part of Regional South County | P.O. Box 650, Klamath, CA 95548; Gordon Karnes; (707) 482-9295 | 2021 |
| Smith River | MSR & SOI Approved September 2018 | 241 W. 1 st St, Smith River, CA 95567; Kathryn Demry Office Administrator, office.admin@srwater.net , H: (707) 487-5381, F: (707) 487-5191 | 2023 |

| Agency Name | SOI & MSR Status | Contact Information | Next Update |
|---|--|--|--------------------|
| FIRE DISTRICTS | | | |
| Crescent FPD | MSR & SOI Approved 2016 Part of Countywide Fire MSR | 255 W. Washington, Crescent City 95531; Bill Gillespie; (707)464 2421; admin@crescentfire.com | 2021 |
| Fort Dick FPD | MSR & SOI Approved 2016 Part of Countywide Fire MSR | P.O. Box 369, Fort Dick, CA 95538; Randy Crawford; (707) 487-8185; FDFD81@aol.com | 2021 |
| Gasquet FPD | MSR & SOI Approved 2016 Part of Countywide Fire MSR | P.O. Box 85, Gasquet, CA 95543; Nick Karanopoulos, (707) 457-3332; gasquetvfd@charter.net | 2021 |
| Klamath FPD | MSR & SOI Approved 2016 Part of Countywide Fire MSR | P.O. Box 369, Klamath, CA 95548; Eloisa Gaboni Board Chair & Lonnie Levi Fire Chief 482-3311 ljlevi@hotmail.com | 2021 |
| Smith River FPD | MSR & SOI Approved 2016 Part of Countywide Fire MSR | P.O. Box 187, Smith River, CA 95567; Fire Chief Ron Simpson; (707) 487-5621; smithriverfireprotectiondistrict@smithriverfire.com | 2021 |
| OTHER DISTRICTS | | | |
| County Service Area (CSA) No.1 | MSR & SOI Approved November 2015 | Mary Jo Duncan, Del Norte County Engineering Division, 981 H Street, Suite 110, Crescent City, CA 95531, (707) 464- 7229 | 2020 |
| Crescent City Harbor District | MSR & SOI Approved August 2015 | 101 Citizens Dock Road, Crescent City, CA 95531; (707) 464-6174; Charles Helms, CEO & Lane Tavasci, Deputy Harbormaster, charlie@ccharbor.com; lane@ccharbor.com | 2020 |
| Del Norte Co. Health Care | MSR & SOI Approved July 2019 | P.O. Box 2064, Crescent City, CA 95531; Doris Hendricks, Executive Secretary; (707) 464-9494; dnhcd@delnortehealth.com | 2024 |
| Del Norte Co. Library | MSR & SOI Approved July 2019 | 190 Price Mall, Crescent City, CA 95531; Shane Pipinos-Gausepohl, Library Manager (707) 464-9793, shane@delnortecountylibrary.org | 2024 |
| Del Norte Co. Resource Conservation District | MSR & SOI Approved February 2015 | 241 1st Street, Unit B, Smith River, CA 95567; Brian Ferguson, Board Chair; (707) 487-7630; Linda Crockett Manager - delnorteRCD@yahoo.com | 2020 |
| Smith River Cemetery | MSR & SOI Prepared June 2014 | P.O. Box 762, Smith River, CA 95567; Colleen Luttrell; (707) 487-6705 | In progress |
| Del Norte Fairgrounds Recreation and Park | District Formed/ MSR Approved April 2014 | PO Box 402, Crescent City, CA 95531; Wilma Madden, Manager, wmadden@dncfrpd.org | In progress |