

MEETING AGENDA

Del Norte Local Agency Formation Commission VIDEO/TELECONFERENCE MEETING August 24, 2020 4:00 pm

LISTEN TO THE MEETING AND COMMENT REMOTELY:

Join Zoom Meeting:

<https://us02web.zoom.us/j/83468724194?pwd=bVRHZzNRZTRTNWttdmM5RVIIQUJWZz09>

Meeting ID: 834 6872 4194

Password: 091950

Or call in to the following telephone number and use the Meeting ID and Password above: 1 (669) 900-6833 (use *6 to mute and unmute)

Due to the ongoing COVID-19 issues, the Governor of the State of California has issued Executive Order N-29-20 and Order N-25-20 establishing social distancing measures and suspending provisions of the Brown Act. For this reason we ask that you:

PLEASE SUBMIT ANY PUBLIC COMMENTS AHEAD OF TIME IF AT ALL POSSIBLE. Please send comments to eo@delnortelafo.org. Your comment will be limited to 3000 characters. Your comment will be read aloud during the public comment period. Comments for general public comment and specific agenda items may be submitted until 2 p.m. on Monday August 24, 2020. Please submit only one comment per agenda item and only one general public comment. Comments for general public comment and specific agenda items may also be mailed to Del Norte LAFCo, 1125 16th Street Suite, 202 Arcata, CA 95521. Written comments must be received by 2 p.m. Monday August 24, 2020.

IF YOU REQUIRE AN ACCOMMODATION DUE TO DISABILITY under the Americans with Disability Act that does not allow you to participate remotely please notify LAFCo Executive Officer eo@delnortelafo.org or phone number (707) 825-9301. If you know you require an accommodation, please let LAFCO know as soon as possible no later than 24 HOURS before the meeting in order to make other arrangements for viewing the meeting and/ or comment.

1. Call to Order/Roll Call
Pledge of Allegiance
2. Public Hearings
 - A. Hunter Valley Community Services District Park & Recreation Services Activation – Adopt Resolution 20-04 (ATTACHMENT 2A)
3. Regular Business
 - A. Approval of April 20, 2020 Draft Minutes (ATTACHMENT 3A)
 - B. Approval of June 1, 2020 Draft Minutes (ATTACHMENT 3B)
 - C. Fiscal Year 2019-2020 Year End Financial Report (ATTACHMENT 3C)

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- D. Fiscal Year 2020-2021 Meeting Dates and Compliance Work Plan
(ATTACHMENT 3D)
- E. CALAFCO Update – Annual Conference and Board Elections
(ATTACHMENT 3E)

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 Regular Meeting Scheduled for September 28, 2020.

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
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eo@delnortelaftco.org

AGENDA ITEM 2A

MEETING DATE: August 24, 2020
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Hunter Valley CSD Park & Recreation Services Activation

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 recommendation:
 1. Approve the proposal as presented by adopting the attached Resolution.
 2. Postpone the proposal to a future hearing while providing staff with direction to provide additional information as needed.
 3. Disapprove the proposal. Disapproval would prohibit the initiation of a similar proposal for one year under G.C. §56884.

DISCUSSION

Project Summary

Del Norte LAFCo received a proposal, submitted by Hunter Valley Community Services District (HVCSD) Resolution of Application, to activate Parks and Recreation powers within District boundaries. HVCSD currently provides water service to District residents. The District will continue to provide water service and proposes to add parks and recreation services within its boundary. Should this services activation proposal be approved by Del Norte LAFCo, the District intends to request that the County of Del Norte transfer Hunter Creek Park (APN 127-220-050) to the District for park purposes.

CKH Act Summary - 56824.10 - 56824.14.

The Cortese-Knox-Hertzberg Act directs that the Commission consider the following key information in reviewing a request to activate a new or additional function/class of service:

- 1) Whether the special district will have sufficient revenues to carry out the proposed new or different functions of class of services;
- 2) Whether another local agency already provides substantially similar services or facilities to the territory where the district proposes to exercise that latent power;
- 3) The Plan for Services to provide a new or different function or class of services.

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Analysis - Required Review Factors

G.C. Section 56668 requires the Commission to consider 15 specific factors anytime it reviews a proposed change of organization. No single factor is determinative. The purpose in considering these factors is to help inform the Commission in its decision-making process. An evaluation of these factors as it relates to the proposal follows.

- 1) Population and population density; land area and land use; per capita assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; the likelihood of significant growth in the area, and in adjacent areas, during the next 10 years.**

HVCSD currently serves 68 parcels within the Hunter Creek Subdivision. According to the State of California, Department of Finance, the average population per household in Del Norte County is 2.62. Therefore, the District's estimated population is 178. The HVCSD does not foresee significant growth within district boundaries, nor any increase in service demands as a result of population growth. The District will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the HVCSD population at approximately 185 in 2025.

The HVCSD serves the Hunter Creek Subdivision. Lands within the district are primarily designated rural residential and rural neighborhood, with a small portion designated general agriculture, resource conservation, and timberland; the District is surrounded by resource lands. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

- 2) The need for organized community services; the present cost and adequacy of governmental services and controls in the area; probable future needs for those services and controls; probable effect of the proposed incorporation, formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.**

HVCSD currently provides water service only within the affected territory. The Commission's 2016 municipal service review of HVCSD concluded the District has generally established adequate administrative controls and service capacities in providing water service consistent with the needs and preferences of constituents. The activation of HVCSD's services to include maintaining and improving the park parcel as proposed is consistent with the overall mission of HVCSD to support the orderly development of the Hunter Valley community. The proposed activation of service is expected to increase community costs as discussed further in item 10.

- 3) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.**

The proposed action is expected to enhance mutual social interests within the affected territory by establishing control and maintenance of a parcel which provides existing park services within HVCSD boundaries. The land is already used for recreation by the local community and this would establish District oversight.

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- 4) **The conformity of the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns of urban development and the policies set forth in G.C. Section 56377.**

The proposed action does not conflict with any adopted Commission policies nor will it induce, facilitate, or lead to the conversion of any open-space land.

- 5) **The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by G.C. Section 56016.**

The proposed action involves a small area of designated agricultural lands as defined by G.C. Section 56016 along the northeast edge of the District. The proposed activation of park and recreation powers is not expected to affect the physical and economic integrity of agricultural lands.

- 6) **The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment or ownership, the creation of islands or corridors of unincorporated territory, and other similar matters affecting the proposed boundaries.**

The proposed action will not make any changes to HVCSD's existing jurisdictional boundary, which is on file with the Commission.

- 7) **Consistency with the city and county general plan and specific plans.**

The proposed action to improve and maintain parkland within the affected territory is consistent with Residential Neighborhood (RN) designation under the County General Plan. Small public facilities, such as the proposed park, are considered with a conditional use permit.

- 8) **The sphere of influence of any local agency which may be applicable to the proposal.**

The affected territory is located within HVCSD's sphere of influence. The Commission updated the sphere of influence with no changes as part of a comprehensive review in May 2016.

- 9) **The comments of any affected local agency or other public agency.**

On June 23, 2020 staff circulated copies of the application materials for review to local governmental agencies including the Yurok Tribal Government. No substantive comments were received.

- 10) **The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.**

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HVCSD receives a majority (about 95%) of its revenue from annual water sales and late fees. It projects about \$20,000 in revenue and \$4,000 in expenses for FY 2020-21, but due to Covid-19 disruptions this budget is subject to change. Currently, 75% of residents have committed to \$11,000 in pledges with another amount "To be determined" when costs for improvements are known. These projected improvements include:

- a. Installing a donated commercial grade playground with an approximate perimeter boundary of 30' x 60' to replace old unsafe playground equipment,
- b. Refurbishing an existing basketball court with pressure washing, reseal/resurfaced court, paint new court lines, repair/replace backboard/hoop and install new chain-link basket net,
- c. Replacing an existing school bus stop with a new structure at the corner of Duncan and Weber Drive,
- d. Refurbishing the baseball diamond back stop

While this community commitment should be adequate to make improvements, there is no fee or revenue source in place to ensure maintenance. An assessment for other District source should be considered as a condition of power activation by the Commission.

11) Timely availability of water supplies adequate for projected needs as specified in G.C. Section 65352.5.

The proposed action will not significantly impact the current or future demand for water supplies within the affected territory, although there will be some water usage for irrigating the baseball diamond. The District currently has adequate water supplies to accommodate this increase.

12) The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments consistent with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7.

The proposed action will not affect the County with respect to accommodating its assigned housing needs allocation as determined by the Crescent City Housing Authority (serving all of Del Norte County).

13) Any information or comments from the landowner or owners, voters, or residents of the affected territory.

As provided under G.C. Section 56153, a notice on the proposed action was published in the local newspaper 21 days in advance of the hearing. No comments have been received as of the date of this report. Approval of the proposed action is subject to protest proceedings.

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14) Any information relating to existing land use designations.

Lands within the district are primarily designated rural residential and rural neighborhood, with a small portion designated general agriculture, resource conservation, and timberland; the District is surrounded by resource lands. The proposed park parcel is zoned Residential Neighborhood. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

15) The extent to which the proposal will promote environmental justice. As used in this subdivision, "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the local of public facilities and the provision of public services.

There is no documentation or evidence suggesting the proposed action will have a measurable effect with respect to promoting environmental justice.

Conditions of Approval

- a) Successful completion of Conducting Authority Proceedings.
- b) Payment of any and all outstanding fees owed the Commission and/or other agencies involved in the processing of this proposal.
- c) Approval of an assessment, special tax or other revenue source sufficient to maintain the park parcel and improvements listed in the Plan for Services.

Environmental Determination

The activation of park and recreation powers by HVCSD is covered by the common sense exemption (CEQA Guidelines 15061 (b)(3)) indicating that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This is the case for HVCSD assuming maintenance and control over the parcel within their District that is already used as a public park. There are no land use changes or environmental impacts created by activating park and recreation powers. A Notice of Exemption is being prepared that further explains this specific exemption.

Public Noticing

A noticed public hearing was held by the HVCSD Board of Directors on June 12, 2020. There were no objections to HVCSD proposing activating park and recreation powers to maintain the open space parcel within its jurisdictional boundaries. HVCSD Resolution 005-2020 was approved applying to Del Norte LAFCo for activation of HVCSD park and recreation powers. The public hearing was appropriately noticed by the HVCSD Board of Directors.

A notice of application was issued by Del Norte LAFCo on June 23, 2020 and agency comments were requested by July 12. No agency comments were received. A notice of public hearing for this August 24, 2020 Commission hearing was published 21 days prior to this meeting.

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Reconsideration

Pursuant to Government Code 56895, after LAFCo adoption of a resolution making determinations, any person or affected agency may file a written request with the LAFCo Executive Officer requesting amendments to, or reconsideration of, the resolution with 30 days.

Protest Process

California state law requires a "protest proceeding" or conducting authority hearing for a change of organization unless all property owners give their prior written approval of the proposal. If the activation of park and recreation services is approved by LAFCO, registered voters and land owners in the area would be notified about LAFCO's decision and when a Conducting Authority Hearing (Protest Hearing) would be held. The Cortese-Knox-Hertzberg Act provides specific guidance regarding noticing and holding the protest hearing. This second hearing must follow the 30-day reconsideration period. The conducting authority hearing must be noticed 21-days in advance, after which any registered voters or landowners may file a written protest. The change of organization shall be approved if less than 25% of the registered voters or property owners file written protests. As allowed under CKH Act, the Commission has delegated the completion of the Protest Process to the Executive Officer.

ATTACHMENTS

Attachment 1: Resolution 20-04 Approving the Hunter Valley Community Services District:
Park and Recreation Latent Powers Activation

Attachment 2: Plan for Services

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**RESOLUTION 20-04
APPROVING THE HUNTER VALLEY COMMUNITY SERVICES DISTRICT: PARK AND RECREATION
LATENT POWERS ACTIVATION**

WHEREAS, an application of the Hunter Valley Community Services District, by resolution, proposing the activation of certain latent powers has been filed with the Executive Officer of the Del Norte Local Agency Formation Commission, hereinafter referred to as the "Commission", pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the Hunter Valley Community Services District currently provides water service within District boundaries; and

WHEREAS, the Executive Officer distributed a notice of application on June 23 to affected agencies advising the filing by the HV CSD, no comments were received.

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 Commission heard and fully considered all the evidence presented at a public meeting held on said proposal; and

WHEREAS, the Hunter Valley Community Services District's proposal seeks to activate latent powers to improve and maintain a parcel used for recreation within its jurisdictional boundary; and

WHEREAS, the Executive Officer reviewed the proposal and prepared a report with recommendations; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56668, and

WHEREAS, the Commission found the proposal consistent with the sphere of influence established for the Hunter Valley Community Services District and with the Commission's adopted policy determinations.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Commission has determined under the California Environmental Quality Act (CEQA), that the activation of park and recreation powers by HVCSD is covered by the common sense exemption (CEQA Guidelines 15061 (b)(3)) indicating that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The Commission further finds that future projects will be subject to environmental review as they materialize.
2. The Commission finds the Hunter Valley Community Services District has community funds commitments for initial improvements should the park parcel be transferred

from the County, however the District hasn't established sufficient revenues for the maintenance of park parcels within their jurisdiction as required under Government Code Section 56824.14.

3. The proposal is APPROVED subject to conditions.
4. The approved proposal affects territory located within Hunter Valley Community Services District's existing jurisdictional boundary as depicted in Exhibit "A".
5. The Hunter Valley Community Services District utilizes Del Norte County's assessment roll.
6. The affected territory is inhabited as defined in Government Code Section 56046.
7. The Commission has designated the Executive Officer as the Conducting Authority for further proceedings and the Executive Officer is directed to initiate proceedings in accordance with this resolution, the Commission's Policy for Conducting Authority Proceedings and Section 57000 of the California Government Code, et seq.
8. Recordation of a Certificate of Completion is contingent upon the following:
 - (a) Successful completion of Conducting Authority Proceedings.
 - (b) Payment of any and all outstanding fees owed the Commission and/or other agencies involved in the processing of this proposal.
 - (c) Approval of an assessment, special tax or other revenue source sufficient to maintain the park parcel and improvements listed in the Plan for Services.
9. The effective date shall be the date of recordation of the Certificate of Completion.

PASSED AND ADOPTED at a meeting of the Del Norte Local Agency Formation Commission, State of California, on the 24th day of August 2020, by the following vote:

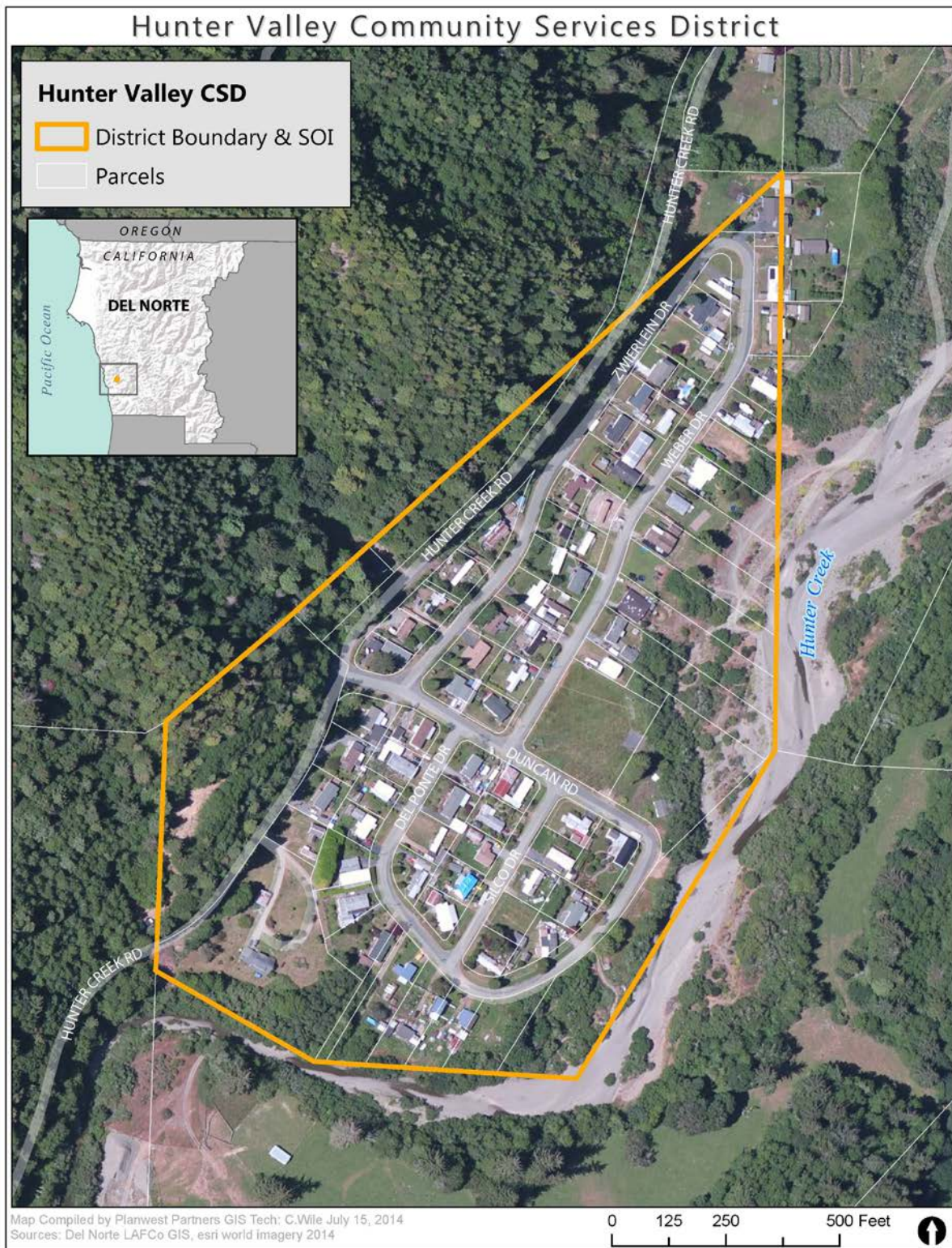
AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

Jason Greenough, Chair

Attest:

George Williamson, Executive Officer

Exhibit A





**Hunter Valley Community Services District
Proposed Park and Recreation Power Activation Application
Plan for Service
June 12, 2020**

Introduction

The Plan for Service (Government Code § 56653) describes how the service provider, the Hunter Valley Community Services District (HVCSD or District) will expand its services. It documents the District's ability to provide park and recreation services, considering capacity, revenues and operations adequacy and how those services would be affected by the proposed LAFCo action. A Plan for Service, accepted by the Del Norte LAFCo Executive Officer, is required for the application to be deemed complete. This plan of service is presented to Del Norte LAFCo in support of the District's proposal.

District Profile

The HVCSD was formed on May 3, 1965 and is located in the southerly portion of Del Norte County in the Hunter Valley north of the town of Klamath. It primarily serves the Hunter Creek subdivision. The District boundary encompasses approximately 38 acres with a coterminous Sphere of Influence (SOI). In 1965 & 1966 HVCSD was Deeded five sections of land located throughout the Hunter Creek Subdivision including the small developed lot of land for the Well, Wellhouse, pumping and distribution infrastructure and a 10,000-gallon steel storage tank.

The District has a five-member Board of Directors that meets on the first Friday of each month. The District provides municipal water only. The District proposes to add Park & Recreation services to the community. The District maintains an office in a private residence located at 25 Del Ponte Drive, Klamath, CA 95548 and serves the Hunter Creek Subdivision.

The District population is approximately 178. According to the California Department of Water Resources, the District is considered to be a Disadvantaged Unincorporated Community (DUC). The Klamath CDP has a median household income (MHI) that is 65% of the California MHI, thereby qualifying the district as a DUC.

The Need for Powers Activation

Community Services District Law, GC §61000 allows for independent special districts to provide a broad range of services, including parks and recreation services. There is a Del Norte County parcel of land

(APN 127-220-050) within the Hunter Valley CSD boundaries with potential for park and recreation use. Hunter Valley CSD residents have expressed interest in park and recreation use for the County parcel, backing their dedication with subdivision resident's support is so overwhelming many have committed to funding pledges and many more pledges in amounts as yet to be undetermined for startup operations. Furthermore, aside from the annual water fee, property owners have agreed to an additional annual Park and Recreation fee (per parcel), that such fee would be billed on each customer annual Water Fee invoice as a separate line item entitled Park and Recreation and dedicated toward Hunter Creek Community Park future maintenance and improvement expenses; and in order to add the park and recreation power to the HVCSD, application must be made to and authorization received from the Del Norte Local Agency Formation Commission (LAFCo).

Plan for Services

This plan shall, at a minimum, respond to the following and be signed by the proponent.

1. Level and range of services to be provided to the territory.

The District will continue to provide water and proposed to add parks and recreation services within its boundary. Water service will continue for those parcels already receiving water service. Parks and recreation will be added, as the District intends to request that the County of Del Norte transfer APN 127-220-050 to the District for park purposes.

2. Indicate when service would be activated.

As of March 13, 2020, Hunter Creek Subdivision residents have assumed a volunteer role to mow and trim Hunter Creek Park. Weeks later the Country of Del Norte granted these volunteers authority to officially perform the park landscaping maintenance recognizing them as volunteer employees. Upon approval from LAFCo and receipt of the County parcel, the District will implement park development and maintenance, collect confirmed pledges, collect the many unspecified pledge amount collectively and begin billing customers, (per parcel per year) an agreed upon annual Park and Recreation fee in conjunction to; but a separate accounting line item, on the Annual Water Fee billing statement.

3. Identify any improvements, structures, other infrastructure, or other conditions the district would need to provide the service.

The District proposes to add the capacity to operate a park and maintain recreational equipment. Proposed improvements to the park parcel include the acceptance and installation of a commercial grade playground and swing set, replace an existing covered school bus stop, repairing the existing basketball court by resurfacing the court, painting new court lines, refurbish the backboard, installing a net, create a park perimeter walking path and refurbishing the existing baseball field as funds become available.

4. Estimated cost of services and description of how services or required improvements will be financed. A revenues sufficiency discussion is required.

The parcel is already used for recreation by community residents and this will essentially be a property transfer from Del Norte County to the HVCSD to allow the District to properly maintain the parcel and implement improvements. The HVCSD will initially receive funding primarily from community sources. The District has a small population (roughly 178) but upon two informal surveys of residents by HVCSD Board of Directors and Staff, there was 97.9 approval for transferring the proposed park parcel to the District. Residents are committed to covering the upfront costs through committed pledges totaling \$11,000.00. Another 70% of other property owners pledging amounts "To Be Determined" once known

expenses are identified, HVCSD's Park and Recreation powers are activated and the park is deeded to HVCSD. Additionally, a Park and Recreation annual fee billed to customers (totaling \$2,240.00) will be dedicated toward future maintenance and improvements expenses. All funds have been approved by Hunter Creek Subdivision property owners in those surveys.

5. Indicate whether the territory is or will be proposed for inclusion within a proposed improvement zone/district, assessment district, or community facilities district.

This territory is not proposed for inclusion in an improvement zone, assessment, or community facilities district at this time.

6. Outline of the proposed governing body structure and projected revenues and expenditures. The budget presented will need to indicate the source and amount of revenues and expenditures based upon services to be provided.

Governing Body

The Hunter Valley CSD maintains a Board of Directors of up to five-members, although two spots are often vacant in this very small community. Meetings are conducted on the first Friday of each month at the District Office, 25 Del Ponte Drive Klamath, CA 95548. Vacancy announcements are published in the local newspaper, the Klamath Community and Senior Center Public Library, and local public places for a minimum of three weeks. Candidates are interviewed and voted by District Board and the selected name goes to the Del Norte County Board of Supervisors for approval. The current Board, listed below, will continue to meet without interruption.

1. Paul Crandall, Chair & General Manager
2. Eddie Roane, Board Member
3. Bob Rodgers, Board Member
4. Vacant, Director
5. Vacant, Director

Proposed Revenues and Expenditures

The Hunter Valley CSD receives the majority of its revenue from annual water sales and late fees. This accounts for approximately 95% of its annual revenue. A summary of budgeted revenues and expenditures is provided below.

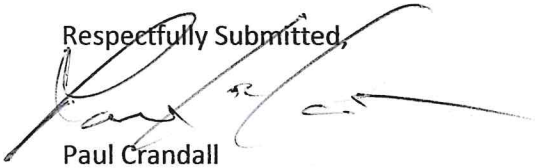
Revenue	FY 2018/19 Budget	Approved FY 2019/20 Budget	Proposed FY 2020/21 Budget
Water Charges	\$12,858	(a) \$15,000.00	\$15,000.00
Donations	\$375	(b) \$10,000.00	\$5,000.00
Total	\$13,233	\$25,700.00	20,000.00
Expenditures			
Operating	\$11,307	(c) \$17,000.00	\$16,000.00
Total	\$11,307	\$17,000.00	\$16,000.00
Gain (Loss)	\$1,926	\$8,700.00	\$4,000.00

According to the most recent Audit Report for FY 2018-19 prepared by Smith and Newell CPAs in Yuba City, CA, HVCSD had approximately \$13,233 in revenues (including all sources such as charges for service, grant funds, etc.) and \$11,307 in expenses (including, operating expenses, professional fees, utilities, etc.) for a net position of \$18,215. The fiscal year prior also reported a net increase in position. As such, it is anticipated that charges for services and other sources of revenue will continue to provide adequate funding for services in the areas proposed for annexation. HVCSD Fiscal Year runs from July 1st of one year and ends on June 30th the following year. Due to coronavirus disruptions that have delayed a decision transferring the park to HVCSD by the County of Del Norte Board of Supervisors will have short term impact on HVCSD not being able to start its collection of community pledged startup funds or the proposed Annual Park and Recreation fee proposal.

The current fiscal year ends on June 30, 2020, therefore HVCSD may not be able to realize projected (a) Water Charges or (b) Donations and the projected (c) Operating Expenditures is far less than projections in FY 2019/20 above. However, the Water Charges for FY 2020/21 are attainable in that the Donations from FY 2019/20 would slide over to FY 2020-21 Donations (totaling \$15,000.00) as the community startup pledges are received, the "To Be Determined" pledges are identified/collected and the Park & Recreation fee & existing Water Charges are calculated together but accounted for separately.

The FY 2021/2022 budget column will show an additional line item for Park and Recreation, along with Water Charges and Donations income/expenditures. This will differentiate between the line items of the various revenue streams and applicable expenditure projections for each of the three; Water Charges, Donations and Park and Recreation categories.

Respectfully Submitted,



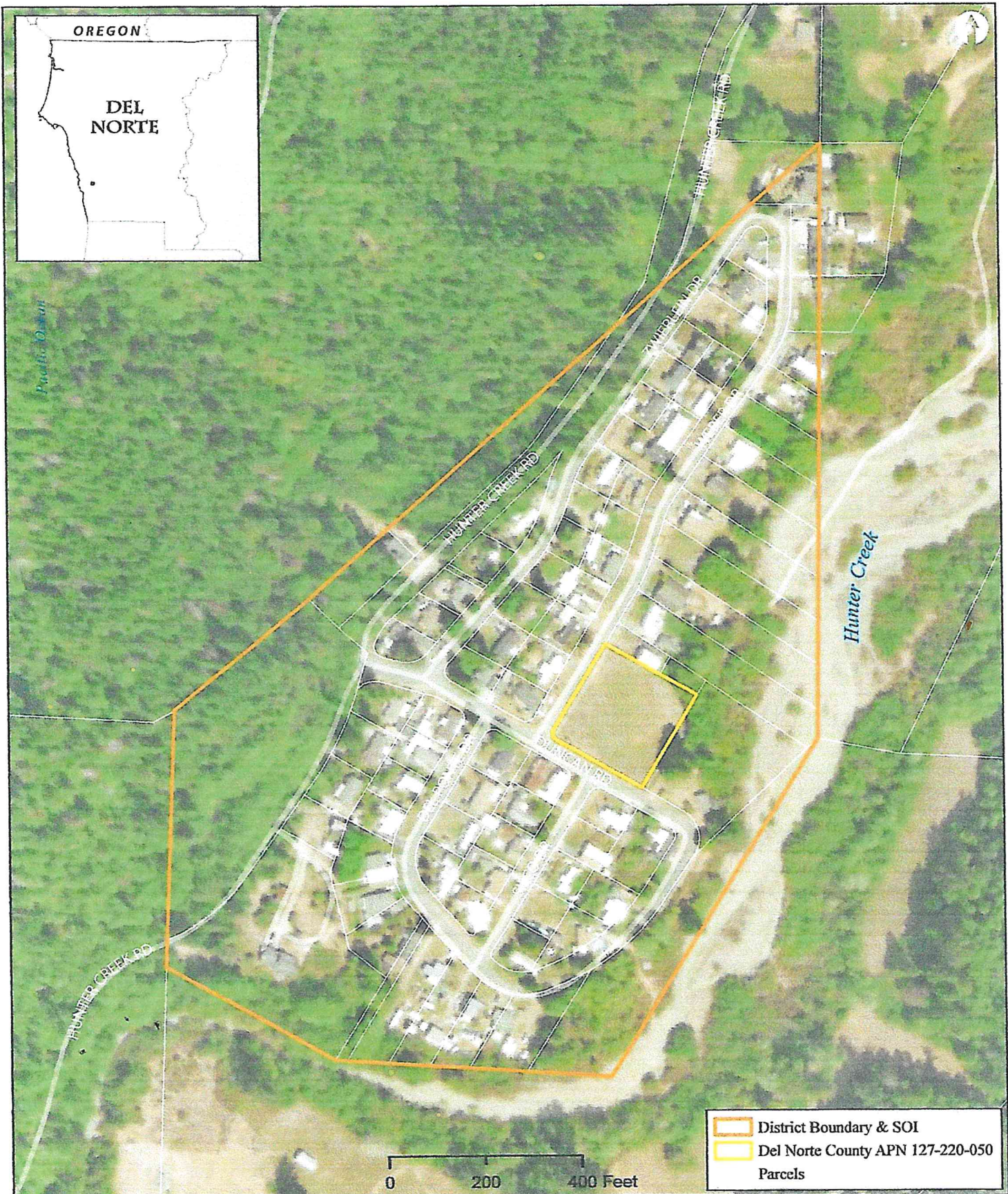
Paul Crandall

HVCSD General Manager and Treasurer

Board Members:

Eddie Roane

Bob Rodgers



Hunter Valley Community Services District

REGULAR MEETING MINUTES

**Del Norte Local Agency Formation Commission
Board of Supervisors Chambers**

TELECONFERENCE MEETING

April 20 2020 4:00 pm

Due to the ongoing COVID-19 issues, the Governor of the State of California has issued Executive Order N-29-20 and Order N-25-20 establishing social distancing measures and suspending provisions of the Brown Act. Meeting held by teleconference

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

Members absent: Sparky Countess (Public Member)

Others present: George Williamson (Executive Officer), Elizabeth Cable (Legal Counsel), Vanessa Blodgett (Analyst/Administrator), Joel Campbell-Blair (Assistant County Counsel)

1. Call to Order/Roll Call

Chairman Greenough called the meeting to order at 4:02 p.m. A voice roll call was taken. Chairman Greenough led the Pledge of Allegiance

2. Public Hearings

A. Bertsch-Ocean View Community Services District 2020 MSR & SOI Update

Commission Chair Greenough convened the public hearing for the Bertsch-Ocean View Community Services District 2020 MSR & SOI Update.

Executive Officer Williamson provided a telephonic report with recommendation the Commission approve Resolution No.20-01 approving the Bertsch-Ocean View Community Services District Municipal Service Review and Sphere of Influence Update

Commission Chair Greenough opened the public hearing and invite telephonic testimony; and Commission discussed item. Commission Chair Greenough closed the hearing and consider action on recommendation.

On a motion by Commissioner Gitlin, seconded by Alternate Public Member Dobbs and carried by a 5-0 vote, Commission approved Resolution No.20-01.

B. Del Norte Fairgrounds Recreation & Parks District 2020 MSR & SOI Update-proposed continuance

Commission Chair Greenough convened the public hearing for the Del Norte Fairgrounds Recreation & Parks District 2020 MSR & SOI Update.

Executive Officer Williamson provided a telephonic report on discussions at both the District Board and Finance Committee meetings, both attended by

41st District Agricultural Association representatives, about how best to continue to work with the 41st DAA to implement specific processes for providing financial assistance. Report covered District and 41st DAA Memorandum of Understanding (MOU) update as necessary, to reflect agreed upon terms and conditions including a post sales tax recreational use funding program.

To allow more time to work with the 41st DAA and District, to prepare the five-year financial projections, staff recommends continuing the MSR SOI Update to the June 1, 2020 Commission meeting.

Commission Chair Greenough opened the public hearing, invited telephonic testimony, none was received, and Commission discussed the item.

On a motion by Commissioner Inscore, seconded by Commissioner Gitlin and carried by a 5-0 vote the Commission continued the Del Norte Fairgrounds Recreation & Parks District 2020 MSR & SOI Update to June 1 2020. Due to date certain continuance, no re-noticing required.

C. FY 2020-2021 Proposed Budget Review

Commission Chair Greenough convened the public hearing for the FY 2020-2021 Proposed Budget.

Executive Officer Williamson provided a telephonic report. Reported that proposed operating expenses reflect the anticipated staffing services for day-to-day operations and for conducting MSR & SOI Updates. The proposed FY 2020-21 operating expenses are similar to FY 2019-20 budget. A FY 2020-21 expense summary, compared to last year's budget was provided in the staff report. Staff recommended the Commission approve Proposed Budget.

Commission Chair Greenough opened the public hearing, invited telephonic testimony, none was received, and Commission discussed item. Commission Chair Greenough closed the hearing to consider action on recommendation.

On a motion by Commissioner Inscore, seconded by Commissioner Berkowitz and carried by a 5-0 vote, Commission approved FY 2020-2021 Proposed Budget. The Final FY 2020-2021 Budget will be scheduled for hearing June 1 2020.

3. Regular Business

A. Approval of January 27, 2020 Draft Minutes

On a motion by Commissioner Inscore, seconded by Commissioner Berkowitz and carried by a 5-0 vote, Commission approved January 27, 2020 Draft Minutes.

B. Review of CALAFCO Board Meeting Expenses

Executive Officer Williamson reported that a FY 2020-21 CALAFCO Board Meeting travel expense allocation of \$4,300.00 is requested to allow for Commissioner Inscore to attend up to four board meetings and the annual conference. This amount, if approved by the Commission, would also come from Contingency (unrestricted) Funds.

There will be a final accounting of travel expense at fiscal year end. The Contingency Fund receives any unexpended funds at the end of each Fiscal Year. It is expected to increase for this fiscal year due to staffing expenses coming in under budget.

This was an informational item as requested by the Commission. The proposed \$4,300.00 CALAFCO Board Meeting travel expense allocation approved in the Proposed FY 2020-21 (agenda Item 2C) will included in the final FY 2020-21 Budget considered at June 1 2020 meeting.

4. **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:

Executive Officer reported on coordination with the Hunter Creek Community Services District on a parks and recreation powers activation application the CSD is considering.

Elizabeth Cable will be leaving the Del Norte County Counsel office and will no longer serve as Del Norte Lafco Legal Counsel. Assistant County Counsel Joel Blair will take on those responsibilities.

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). 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 Greenough noted that the next regular meeting is June 1, 2020

Chairman Greenough adjourned the meeting at 4:52 PM

Respectfully Submitted

REGULAR MEETING MINUTES

**Del Norte Local Agency Formation Commission
Board of Supervisors Chambers**

VIDEO / TELECONFERENCE MEETING

June 1 2020 4:00 pm

Due to the ongoing COVID-19 issues, the Governor of the State of California has issued Executive Order N-29-20 and Order N-25-20 establishing social distancing measures and suspending provisions of the Brown Act. Meeting held by video / teleconference using ZOOM link and invitations.

Members present: Jason Greenough (City Member & Chair), Bob Berkowitz (County Member & Vice-Chair), Blake Inscore (City Member), Roger Gitlin (County Member), Sparky Countess (Public Member)

Members absent: none

Others present: George Williamson (Executive Officer), Vanessa Blodgett (Analyst/Administrator), Joel Campbell-Blair (Legal Counsel)

1. Call to Order/Roll Call

Chairman Greenough called the meeting to order at 4:00 p.m. A voice roll call was taken. Commissioner Gitlin led the Pledge of Allegiance

2. Public Hearings

A. Continued Public Hearing - Approve Del Norte Fairgrounds Recreation & Parks District 2020 MSR & SOI Update - Adopt Resolution 20-02

Commission Chair Greenough convened the continued public hearing for the Del Norte Fairgrounds Recreation & Parks District 2020 MSR & SOI Update.

Executive Officer Williamson provided a telephonic report on the five-year financial projections for Del Norte Fairgrounds Recreation & Parks District still under preparation, LAFCO staff recommends approving the MSR SOI Update Resolution 20-02.

Commission Chair Greenough re-opened the continued public hearing, invited telephonic testimony, none was received, and Commission discussed the item.

On a motion by Commissioner Gitlin, seconded by Commissioner Countess and carried by a 5-0 vote the Commission adopted Resolution 20-02 approving the Del Norte Fairgrounds Recreation & Parks District 2020 MSR & SOI.

B. FY 2020-2021 Final Budget Review

Commission Chair Greenough convened the public hearing for the FY 2020-2021 Final Budget.

Executive Officer Williamson provided a telephonic report that letters sent to both City of Crescent City and the County of Del Norte on proposed budget approval acknowledged that, conditions due to pandemic affecting budgets, City and County funding would not increase as shown in proposed budget and instead would maintain the FY 2019-20 levels. Recent County Auditor reports show interest amounts higher than those reported in the draft budget. For the final Budget, staff proposes use of interest funds to reduce County and City contributions, as shown in final budget. Staff recommended the Commission approve Final Budget by resolution.

Commission Chair Greenough opened the public hearing, invited video/ telephonic testimony, none was received, and Commission discussed item. Commission Chair Greenough closed the hearing to consider action on recommendation.

On a motion by Commissioner Inscore, seconded by Commissioner Berkowitz and carried by a 5-0 vote, Commission adopted Resolution 20-03 approving FY 2020-2021 Final Budget.

3. Regular Business

A. Approval of FY 2020-21 Staffing Services Contract

Executive Officer Williamson reported that The "Agreement for the Provision of Executive Officer Services for the Del Norte Local Agency Formation Commission", between the Commission and Planwest Partners, has been guiding staffing services since 2008. The term and budget provisions have been extended annually based on favorable Commission action. The Commission considered extending the Staffing Services Contract with Planwest Partners for FY 2020-21.

On a motion by Commissioner Berkowitz, seconded by Commissioner Inscore and carried by a 5-0 vote, Commission approved FY 2020-21 Staffing Services Contract.

4. 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:

Executive Officer reported that the Hunter Creek Community Services District parks and recreation powers activation application is expected to be filed prior to the end of the fiscal year.

County Counsel Joel Blair has now taken over Del Norte Lafco Legal Counsel responsibilities.

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). 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 Greenough noted that the next regular meeting is July 27, 2020

Chairman Greenough adjourned the meeting at 4:47 PM

Respectfully Submitted

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ATTACHMENT 3C

MEETING DATE: August 24, 2020
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2019-20 Final Budget Review

BACKGROUND

Local Agency Formation Commissions (LAFcos) 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 2019-20 Budget was adopted by the Commission at the June 3, 2019 meeting.

Attached to this staff report is a budget spreadsheet showing FY 2019-20 revenues and expenses and year-end total. Total expenditures have come in at budget or under budget for each of the line item expenses, except for insurance charges. Insurance charges were budgeted at \$2,100.00 but were actually \$2,275.85, giving an added cost of \$175.85.

Professional Services were less than anticipated this fiscal year. Specifically, the MSR/SOI Preparation budget was \$24,500.00, while expenses were \$21,663.50. Executive Officer/Administrative expenses were budgeted at \$47,520.00 and were \$47,242.18. Legal Counsel was budgeted at \$2,000.00 and was \$1,700.51 and Advertising/Publications was budgeted at \$400.00, while costs were \$300.38. One application was received late in the year: Hunter Valley CSD Parks & Recreation powers activation and there was a \$186.00 processing expenditure. Public member Sparky Countess attended 2 meetings in FY 2019-20 and will be reimbursed a \$40 stipend per meeting for a total of \$80.00, drawing on contingency funds in the current fiscal year. Interest revenues were \$963.64; significantly more than the budgeted amount of \$20.00.

CALAFCO Board Member Commissioner Inscore meeting expenses were also under budget. Although Contingency Funds were allocated, actual expenses were \$1,151.40.

RECOMMENDATION

Receive and File

ATTACHMENTS

FY 2019-20 Budget Revenues and Expenditure Final Budget Review

DEL NORTE LOCAL AGENCY FORMATION COMMISSION

ATTACHMENT 3C FY 2019-20 Budget Revenues and Expenditure Final Budget Review

FY 2019-20 EXPENDITURES	FY 2019-20 Budget	Year End Actual
SERVICES & SUPPLIES		
Insurance	\$2,100.00	\$2,275.85
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	\$21,663.50
Application Processing	\$10,000.00	\$186.00
Prof. Serv. Exec Officer/ Admin.	\$47,520.00	\$47,242.18
Prof. Serv. Legal Counsel	\$2,000.00	\$1,700.51
Advertising/Publications	\$400.00	\$300.38
Conferences (CALAFCO)	\$0.00	\$0.00
Interfund-Cost Plan	\$1,692.00	\$1,465.00
Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$320.00	\$0.00
TOTAL EXPENDITURES	\$89,707.00	\$75,908.42
FY 2019-20 REVENUES		
Project Revenue (Application Deposits – HV CSD)*	\$10,000.00	\$1,000.00
Interest	\$20.00	\$963.64
Del Norte County	\$39,853.50	\$39,853.50
City of Crescent City	\$39,853.50	\$39,853.50
TOTAL REVENUES	\$89,727.00	\$81,670.64
CONTINGENCY FUND ALLOCATIONS**		
Authorized CALAFCO Board Travel Expenses	\$5,911.83	\$1,151.40
Contingency Fund Balance (Account #42801007100) ***	\$3,749.78	\$2,598.38

*Application Deposits were \$1,000.00 for this Fiscal Year - one Application was received

** Contingency Funds were allocated to Commissioner Inscore to cover his travel expenses to CALAFCO conferences. Although \$5,911.83 was allocated only \$1,151.00 was used.

*** Contingency (unrestricted) Fund Balance: The actual contingency fund balance is higher - \$16,552.00, as reported in the FY 2020-21 Final Budget, due primarily to costs savings on staffing expenses and increased interest.

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AGENDA ITEM 3D

MEETING DATE: August 24, 2020
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Fiscal Year 2020-21 Meeting Dates and Municipal Service Review (MSR) & Sphere of Influence (SOI) Compliance Work Program

DISCUSSION

Commission Meeting Dates

The Commission meets every other month, on the fourth Monday, unless that date is a Holiday. The Fiscal Year 2020-21 meeting dates are listed below.

September 28, 2020

November 22, 2020 (this is during Thanksgiving week)

January 25, 2021 (Election of Chair and Vice-Chair)

March 22, 2021 (Proposed budget adoption)

May 24, 2021 (Final budget adoption)

Meeting dates through the end of 2020 to be held by video /teleconference unless pandemic restrictions lifted, and that may extend into 2021 as well.

Compliance Work Program

For FY 2020-21 the following MSR & SOI updates are scheduled:

The Smith River Cemetery District

County Service Area No. 1

Crescent City Harbor District and

Del Norte County Resource Conservation District

ATTACHMENT

MSR & SOI 2020-21 Compliance Work Program

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Municipal Service Review (MSR) & Sphere of Influence (SOI) 2020-21
Compliance Work Program – Updated August 2020

Agency Name	SOI & MSR Status	Contact Information	Next Update
CITY			
City of Crescent City	MSR & SOI Approved January 2019	377 J. St, Crescent City, CA 95531; Eric Weir; City Manager; (707) 464-7483, eweir@cityofcrescentcity.org	2024
COMMUNITY SERVICE DISTRICTS			
Bertsch-Ocean View	MSR & SOI Approved April 2020	900 Northcrest Drive, Crescent City, CA 95531; Charlie Wick, Board President; (707) 218-7021 charliewick.1067@gmail.com	2025
Big Rock	MSR Approved Nov 2015 & SOI Approved April 2016	P.O. Box 453, Crescent City, CA 95531; Alan Porteous, Board VP alan_porteous@msn.com (707) 458-9933	2021
Church Tree	MSR & SOI Approved September 2018	251 Church Tree Rd, Cresc. City, CA 95531; Jim Nelson Thebaldheadedrealtor@charter.net (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; mgy17413@gmail.com	2021
Hunter Valley	MSR & SOI Approved 2016 - in Regional South County	25 Del Ponte Drive, Klamath CA, 95548; Paul Crandall; plcrandall@hughes.net (707) 482-0369	2021
HRC	MSR & SOI September 2018	231 Bell Hole Loop, Crescent City, CA 95531; Wes White; (707) 951-4059 hrcwater@gmail.com	2023
Klamath	MSR & SOI Approved 2016 - in Regional South County	P.O. Box 430, Klamath, CA 95548; Margaret Caldwell klamathcsd@gmail.com (707) 482-0245 or 482-1375	2021
Redwood Park	MSR & SOI Approved 2016 – in Regional South County	P.O. Box 650, Klamath, CA 95548; Robert Nulph, Chairperson Gordon Karnes Secty; (707) 482-9295	2021
Smith River	MSR & SOI Approved September 2018	241 W. 1 st St, Smith River, CA 95567; Eric Shearer General Manager general.manager@srwater.net O: (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 - in Countywide Fire MSR	255 W. Washington, Crescent City 95531; Bill Gillespie Fire Chief; (707) 464 2421; bjgillespie@crescentcity.org	2021
Fort Dick FPD	MSR & SOI Approved 2016 - in 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 - in 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 - in Countywide Fire MSR	P.O. Box 369, Klamath, CA 95548; Eloisa Gaboni Board Chair taz15gabbie@aol.com & Lonnie Levi Fire Chief 482-3311 lilevi@hotmail.com	2021
Smith River FPD	MSR & SOI Approved 2016 - in f Countywide Fire MSR	P.O. Box 187, Smith River, CA 95567; Fire Chief Ron Simpson; (707) 487-5621; srchief91@yahoo.com smithriverfireprotectiondistrict@smithriverfire.com	2021
OTHER DISTRICTS			
County Service Area (CSA) No.1	MSR & SOI Approved November 2015	Rosanna Bower, Del Norte County Engineering Division, 981 H Street, Suite 110, Crescent City, CA 95531, (707) 464-7229; rbower@co.del-norte.ca.us	In progress
Crescent City Harbor District	MSR & SOI Approved August 2015	101 Citizens Dock Road, Crescent City, CA 95531; (707) 464-6174; Charles Helms, CEO & Harbormaster; charlie@ccharbor.com	In progress
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	In progress
Smith River Cemetery	MSR & SOI Prepared June 2014	P.O. Box 762, Smith River, CA 95567; John Roberts Board Member at17722@hotmail.com (707) 487-6705	In progress
Del Norte Fairgrounds Recreation and Park	MSR & SOI Approved June 2020	PO Box 402, Crescent City, CA 95531; (707) 464-9556 Robyn Holt – District Board Chairperson rholt@dncfrpd.org	2025

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AGENDA ITEM 3E

MEETING DATE: August 24, 2020
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: CALAFCO Update – Annual Conference and Board Elections

SUMMARY

California Association of Local Agency Formation Commissions (CALAFCO) recently canceled its Annual Conference previously scheduled for October 21-23 in Monterey due to COVID-19. Board elections will also transition this year and be carried out by mail ballot with nominations due no later than September 22nd.

RECOMMENDATION

Consider nominating Commissioner Blake Inscore to serve another term on the CALAFCO Board of Directors as City member representative for the Northern Region.

BACKGROUND

CALAFCO was established in 1971 to assist members in fulfilling their prescribed regional growth management duties. Key services include facilitating information sharing among the 58 members by organizing annual conferences and workshops as well as providing technical assistance through training classes and email list-serves. A 16-member Board governs CALAFCO with elections done by region (northern, coastal, central, and southern). Each region is responsible for electing four representatives consisting of one county, city, special district, and public member.

DISCUSSION

Annual Conference

The CALAFCO Annual Conference scheduled for October 21-23 in Monterey has been canceled by the Board due to the ongoing COVID-19 pandemic. Notice of the cancellation was provided to the membership on July 7th and followed up on August 11th advising that the Board unanimously decided not to hold a formal virtual conference event. CALAFCO is currently seeking feedback on level of interest of attending stand-alone virtual sessions on specific topics.

Board Nominations

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is an opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

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Commission member Blake Inscore currently serves on the CALAFCO Northern Board of Directors as a City Representative and has been representing Del Norte LAFCo at CALAFCO Board meetings. Incumbents are eligible to run for another term.

Due to the cancellation of the Annual Conference, the Board has transitioned the elections to mail-ballots with individual nominations due no later than September 22nd. Ballots will be subsequently distributed to all LAFCOs on October 7th with candidate information and due back to CALAFCO no later than October 21st.

ATTACHMENTS

- 1- CALAFCO Notice of Annual Conference Cancellation
- 2- Election Notice and Request for Nominations

August 11, 2020

Dear CALAFCO Membership:

As a follow up to our announcement last month that the 2020 in-person Annual Conference has been canceled due to the pandemic, we want to share an update on events and recent decisions made by the Board. We want to thank those of you who provided feedback as we requested – it was given great consideration during the thoughtful discussions and decision-making process.

No Virtual Conference Event

The Board unanimously decided not to hold a formal, virtual Conference event. After careful research, it was clear the use of a professional virtual event firm to support this model would likely create a financial loss for the Association. At a time when all of us are working to tighten up financials, we felt this was a responsible decision (along with a number of other reasons supporting this decision).

Other Virtual Options – Feedback will be Requested

The Board directed staff to get feedback from the membership on the interest level of attending stand-alone virtual sessions for several specific session topics as identified by the Conference Program Planning Team. The level of interest to attend a 90-minute session will determine whether CALAFCO will hold one or more of those sessions.

You are requested to take 1 minute and respond to the Survey Monkey request for feedback as to your interest level of attending any one or all of those sessions BY FRIDAY, SEPTEMBER 4.

The session topics are:

- *Tackling pension and OPEB obligations – how should agencies be handling them, including your LAFCo*
- *The “new normal” – recession outlooks and impacts*
- *LAFCo in a proactive role – working with agencies as a local government champion for solutions and rebuilding communities in crisis*

Board of Directors Elections

As you have been advised, elections will be conducted via email ballot. The Elections Committee will meet on October 22 to count the ballots and verify results. An email announcement will be made shortly thereafter. Please see all election information provided to you in letters dated June 19 and July 7, 2020. This information is also posted on the CALAFCO website.

Annual Achievement Awards

The Board unanimously approved taking a one-year hiatus of the Annual Achievement Awards this year. With the assistance of staff, the Awards Committee will use this time to review and revise the awards program. This includes looking at streamlining award categories, creating clear selection criteria for each category and revising the nomination process. The Committee's recommendations will be brought before the full Board for consideration and adoption, then provided to the membership as adopted.

Given no awards this year, the 2021 awards will allow for consideration of work done in 2020 and 2021. This will be the only year this exception will be made.

Annual Business Meeting

No decision has been made yet on whether there will be an Annual Business Meeting. Our Association Bylaws and Policies do not require one, and CALAFCO is researching the law to determine if one is required as a 501(c)3. Watch for an announcement on an Annual Business Meeting coming soon. If one is to be held, it will be held virtually with stringent participation guidelines, and be scheduled for the same date and time the in-person one would have occurred – October 22 at 9:00 a.m.

Regional Roundtables

CALAFCO will host regional roundtables for each of the four regions, likely the same week the Conference would have occurred. Watch for announcements on that to come soon.

If you have questions, please let Executive Director Pamela Miller know. You can reach her at pmiller@calafco.org.

On behalf of the Board, we thank you for your unwavering leadership and the integrity you continue to demonstrate as local government leaders every day, and especially in difficult times such as these.

Yours sincerely,



Mike McGill
Chair of the Board



Pamela Miller
Executive Director

CC: CALAFCO Board of Directors

July 7, 2020

To: Local Agency Formation Commission
Members and Alternate Members

From: Shiva Frentzen, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors



RE: IMPORTANT UPDATE - Elections for 2020/2021 CALAFCO Board of Directors

As you know, nominations are now open for the fall elections of the CALAFCO Board of Directors. Please refer to the announcement and nomination packet sent out to you on June 19, 2020 for details on which seats are open and other important information.

In that announcement we advised you that if we are unable to have an in-person annual conference due to the COVID-19 pandemic, the elections will be conducted by all mail ballot. **As the in-person annual conference has been cancelled, the 2020 Board of Directors elections will be an electronic ballot procedure.**

- ✓ We will use the timelines outlined in CALAFCO policies as detailed in the June 19 announcement with some slight modifications as provided below.
- ✓ CALAFCO still needs the name of your voting delegate. Please also provide their title and email address as the ballot will be emailed directly to your voting delegate. The voting delegate will also cast votes on behalf of your LAFCo at whatever virtual annual business meeting we may have.

Since there will be no caucus, there is no ability to nominate a candidate from the floor. All nominations must come from the nomination packets submitted and acknowledged as received by the deadline of September 22, 2020 at 5:00 p.m.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations until Tuesday, September 22, 2020 at 5:00 p.m. and that this is the only way to get your name on the ballot and be considered for election.

The election committee and CALAFCO staff will meet virtually the morning of October 22 for purposes of tabulating the results and certifying the election. All election documents will be available for member LAFCo inspection upon request.

- **June 19** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 22** – Completed Nomination packet due
- **September 22** – Voting delegate name and email address due to CALAFCO
- **October 7** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 7** – Distribution of ballots by email to voting delegate
- **October 21** - Ballots due to CALAFCO by 4:00 p.m. – **NO LATE BALLOTS WILL BE ACCEPTED**
- **October 22** – Elections tabulated by the Elections Committee and an announcement made to the membership

Please direct any questions you have about the election process to Executive Director Pamela Miller at pmiller@calafco.org or by calling her at 916-442-6536; or to the Election Committee Chair Shiva Frentzen at sfrentzen@calafco.org or by calling her at 530-621-5390.