

## MEETING AGENDA

**Del Norte Local Agency Formation Commission**  
**VIDEO/TELECONFERENCE MEETING**  
**February 22, 2020 4:00 pm**

**LISTEN TO THE MEETING AND COMMENT REMOTELY:**

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/84312086542?pwd=Zi9BV0tISVgwQU1pZGIkL2llbldWZz09>

**Meeting ID:** 843 1208 6542

**Passcode:** 110655

**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](mailto: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 February 22, 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 16<sup>th</sup> Street Suite, 202 Arcata, CA 95521. Written comments must be received by 2 p.m. Monday February 22, 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](mailto: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
  - Acknowledgement of new Commissioners – Del Norte County Supervisors
2. Election of Officers for 2021
3. Regular Business
  - A. Approval of November 23, 2020 Draft Minutes (ATTACHMENT 3A)
  - B. FY 2020-21 Midyear Accounting (ATTACHMENT 3B)
  - C. MSR Compliance Work Program (ATTACHMENT 3C)

**Del Norte Local Agency Formation Commission**  
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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 March 22, 2021.

## MEETING MINUTES

### Del Norte Local Agency Formation Commission VIDEO/TELECONFERENCE MEETING November 23, 2021 4:00 pm

#### **REMOTE MEETING:**

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

**Members absent:** Jason Greenough (City Member & Chair), Sparky Countess (Public Member)

**Others present:** George Williamson (Executive Officer), Vanessa Blodgett (Analyst/Administrator), Joel Campbell-Blair (Legal Counsel); Emily Morris (Service Specialist)

#### **1. Call to Order/Roll Call**

Vice Chair Berkowitz called the meeting to order at 4:00 p.m. A voice roll call was taken. Commissioner Berkowitz led the Pledge of Allegiance.

A certificate of Appreciation was presented to Roger Gitlin.

#### **2. Public Hearings**

##### **A. Del Norte LAFCo Fees and Deposits Schedule – Adopt Resolution 20-05**

Commission Vice Chair Berkowitz convened the public hearing for the Del Norte LAFCo Fees and Deposits Schedule. Executive Officer Williamson provided a telephonic report on the updated Del Norte LAFCo Fees and Deposits Schedule as proposed by Del Norte LAFCo Staff. LAFCO staff recommends approving the activation by Resolution 20-05.

Commission Vice Chair Berkowitz opened the public hearing and invited testimony.

The Commission discussed the item. Commission Vice Chair Berkowitz closed the public hearing.

On a motion by Commissioner Gitlin, seconded by Commissioner Inscore and carried by a 4-0 vote the Commission adopted Resolution 20-05 approving the Del Norte LAFCo Fees and Deposits Schedule.

#### **3. Regular Business**

##### **A. Approval of August 24, 2020 Draft Minutes**

On a motion by Commissioner Gitlin, seconded by Commissioner Berkowitz and carried by a 4-0 vote the Commission approved the August 24, 2020 Minutes.

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

- B. Adopt Resolution 20-06 Finding Insufficient Protest, and Confirming and Ordering the Hunter Valley Community Services District: Park and Recreation Latent Powers Activation.

On a motion by Commissioner Gitlin, seconded by Commissioner Inscore and carried by a 4-0 vote the Commission adopted Resolution 20-06 Ordering the Hunter Valley Community Services District: Park and Recreation Latent Powers Activation.

- C. CALAFCO Update –Board Elections (verbal report)

Staff reported Commissioner Blake Inscore had been re-elected as CALAFCO Northern Region City Representative. This is a receive and file report, no Commission action necessary.

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. No report.
- 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). No report.
- 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. No report.

5. Adjournment

Vice Chair Berkowitz adjourned the meeting at 4:16 p.m.

Next Regular Meeting Scheduled for January 25, 2021.

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

**AGENDA ITEM 3B**

**MEETING DATE:** February 22, 2020  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY 2020-21 Midyear Accounting

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**DISCUSSION**

The FY 2020-2021 Midyear accounting is attached. Revenues from both the City and County have been received.

One application has been received to activate park and recreation powers for Hunter Valley Community Service District (CSD). The CSD submitted an application along with a deposit for \$1,000. The application has been fully processed and the CSD has had its park and recreation powers approved, subject to condition compliance. The application is now awaiting a Property Tax sharing agreement with Del Norte County and maintenance revenue before a Certificate of Completion can be issued. Staff will keep the Commission apprised of the District's progress with fulfilling the conditions. Application processing required \$1,056.00, which was almost exactly covered by the District's application deposit.

MSR/SOI Preparation costs are \$8,730.00 as of December 2020, leaving \$15,770.00 remaining while Professional Services including both Executive Office and Administrative services are \$32,303.50 leaving \$15,216.50 remaining. Although over half of the Professional Services budget has been spent midyear, the next two quarters of the fiscal year will focus on MSR/SOI Preparation to ensure a balanced budget.

**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 2020-2021 Midyear Budget accounting.

**ATTACHMENT**

FY 2020-2021 Midyear Budget Revenues and Expenditure Report

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FY 2020-21 Midyear Budget Revenues and Expenditure Report

<b>FY 2020-21 EXPENDITURES</b>	<b>Adopted Budget</b>	<b>Quarters 1 &amp; 2</b>
Insurance	\$2,400.00	\$2,184.82
CALAFCO Membership	\$1,373.00	\$1,373.00
Printing	\$50.00	\$0.00
Postage	\$50.00	\$0.00
Professional Services		
MSR/SOI Preparation	\$24,500.00	\$8,730.00
Application Processing	\$10,000.00	\$1,056.00
Prof. Serv. Exec Officer/ Admin.	\$47,520.00	\$32,303.50
Prof. Serv. Legal Counsel	\$2,000.00	\$697.40
Advertising/Publications	\$400.00	\$281.77
Conferences (CALAFCO)	\$0.00	\$0.00
Interfund-Cost Plan	\$1,692.00	\$805.00
Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$320.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$90,305.00</b>	<b>\$47,430.67</b>
<b>FY 2020-21 REVENUES</b>		
Project Revenue (App. Deposits)	\$10,000.00	\$1,000.00
Interest	\$50.00	\$227.73
Del Norte County	\$40,152.50	\$40,152.50
City of Crescent City	\$40,152.50	\$40,152.50
Funds from Account #428 010 07100	(\$25,284.32)	(\$25,284.32)
<b>TOTAL REVENUES *</b>	<b>\$90,355.00</b>	<b>\$81,532.73</b>

\* Does not include Fund #428 010 07100 balance

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**Municipal Service Review (MSR) & Sphere of Influence (SOI) 2020-21  
 Compliance Work Program – Updated February 22 2021**

Agency Name	SOI & MSR Status	Contact Information	Next Update
<b>CITY</b>			
<b>City of Crescent City</b>	MSR & SOI Approved January 2019	377 J. St, Crescent City, CA 95531; Eric Weir; City Manager; (707) 464-7483, <a href="mailto:eweir@cityofcrescentcity.org">eweir@cityofcrescentcity.org</a>	<b>2024</b>
<b>COMMUNITY SERVICE DISTRICTS</b>			
<b>Bertsch-Ocean View</b>	MSR & SOI Approved April 2020	844 Keller Ave, Crescent City, CA 95531; Charlie Wick, Board President; (707) 218-7021, <a href="mailto:charliewick.1067@gmail.com">charliewick.1067@gmail.com</a>	<b>2025</b>
<b>Big Rock</b>	MSR Approved Nov 2015 & SOI Approved April 2016	P.O. Box 453, Crescent City, CA 95531; Alan Porteous, Board VP <a href="mailto:alan_porteous@msn.com">alan_porteous@msn.com</a> (707) 458-9933	<b>2021</b>
<b>Church Tree</b>	MSR & SOI Approved September 2018	251 Church Tree Rd, Cresc. City, CA 95531; Jim Nelson <a href="mailto:Thebaldheadedrealtor@charter.net">Thebaldheadedrealtor@charter.net</a> (707) 465-1753	<b>2023</b>
<b>Gasquet</b>	MSR & SOI Approved 2016	P.O. Box 86, Gasquet, CA 95543; Michael Morgan (707) 457-3450 or (707) 457-3107; <a href="mailto:mjy17413@gmail.com">mjy17413@gmail.com</a>	<b>2021</b>
<b>Hunter Valley</b>	MSR & SOI Approved 2016 Part of Regional South County	25 Del Ponte Drive, Klamath CA, 95548; Paul Crandall; <a href="mailto:plcrandall@hughes.net">plcrandall@hughes.net</a> (707) 482-0369	<b>2021</b>
<b>HRC</b>	MSR & SOI September 2018	231 Bell Hole Loop, Crescent City, CA 95531; Wes White; (707) 951-4059 <a href="mailto:hrcwater@gmail.com">hrcwater@gmail.com</a>	<b>2023</b>
<b>Klamath</b>	MSR & SOI Approved 2016 Part of Regional South County	P.O. Box 430, Klamath, CA 95548; Margaret Caldwell <a href="mailto:klamathcsd@gmail.com">klamathcsd@gmail.com</a> (707) 482-0245 or 482-1375	<b>2021</b>
<b>Redwood Park</b>	MSR & SOI Approved 2016 Part of Regional South County	P.O. Box 650, Klamath, CA 95548; Robert Nulph, Chairperson Gordon Karnes Secty; (707) 482-9295	<b>2021</b>
<b>Smith River</b>	MSR & SOI Approved September 2018	241 W. 1 <sup>st</sup> St, Smith River, CA 95567; Eric Shearer General Manager <a href="mailto:general.manager@srwater.net">general.manager@srwater.net</a> O: (707) 487-5381, F: (707) 487-5191	<b>2023</b>

Agency Name	SOI & MSR Status	Contact Information	Next Update
<b>FIRE DISTRICTS</b>			
<b>Crescent FPD</b>	MSR & SOI Approved 2016 Part of Countywide Fire MSR	255 W. Washington, Crescent City 95531; Bill Gillespie Fire Chief; (707) 464 2421; <a href="mailto:bgillespie@crescentcity.org">bgillespie@crescentcity.org</a>	<b>2021</b>
<b>Fort Dick FPD</b>	MSR & SOI Approved 2016 Part of Countywide Fire MSR	P.O. Box 369, Fort Dick, CA 95538; Randy Crawford; (707) 487-8185; <a href="mailto:FDFD81@aol.com">FDFD81@aol.com</a>	<b>2021</b>
<b>Gasquet FPD</b>	MSR & SOI Approved 2016 Part of Countywide Fire MSR	P.O. Box 85, Gasquet, CA 95543; Nick Karanopoulos, (707) 457-3332; <a href="mailto:gasquetvfd@charter.net">gasquetvfd@charter.net</a>	<b>2021</b>
<b>Klamath FPD</b>	MSR & SOI Approved 2016 Part of Countywide Fire MSR	P.O. Box 369, Klamath, CA 95548; Eloisa Gaboni Board Chair <a href="mailto:taz15gabbie@aol.com">taz15gabbie@aol.com</a> & Lonnie Levi Fire Chief 482-3311 <a href="mailto:lilevi@hotmail.com">lilevi@hotmail.com</a>	<b>2021</b>
<b>Smith River FPD</b>	MSR & SOI Approved 2016 Part of Countywide Fire MSR	P.O. Box 187, Smith River, CA 95567; Fire Chief Ron Simpson; (707) 487-5621; <a href="mailto:srchief91@yahoo.com">srchief91@yahoo.com</a> <a href="mailto:smithriverfireprotectiondistrict@smithriverfire.com">smithriverfireprotectiondistrict@smithriverfire.com</a>	<b>2021</b>
<b>OTHER DISTRICTS</b>			
<b>County Service Area (CSA) No.1</b>	MSR & SOI Approved November 2015	981 H Street, Suite 110, Crescent City, CA 95531; Heidi Kunstal, Del Norte County Community Development Director, <a href="mailto:hkunstal@co.del-norte.ca.us">hkunstal@co.del-norte.ca.us</a> , (707) 464- 7254; Rosanna Bower, PE, Assistant County Engineer, <a href="mailto:rbower@co.del-norte.ca.us">rbower@co.del-norte.ca.us</a> , (707) 464-7229	<b>In progress</b>
<b>Crescent City Harbor District</b>	MSR & SOI Approved August 2015	101 Citizens Dock Road, Crescent City, CA 95531; (707) 464-6174; Charles Helms, CEO & Tim Petrick, Deputy Harbormaster <a href="mailto:charlie@ccharbor.com">charlie@ccharbor.com</a> , <a href="mailto:tpetrick@ccharbor.com">tpetrick@ccharbor.com</a>	<b>In progress</b>
<b>Del Norte Co. Health Care</b>	MSR & SOI Approved July 2019	P.O. Box 2064, Crescent City, CA 95531; Doris Hendricks, Executive Secretary; (707) 464-9494; <a href="mailto:dnhcd@delnortehealth.com">dnhcd@delnortehealth.com</a>	<b>2024</b>
<b>Del Norte Co. Library</b>	MSR & SOI Approved July 2019	190 Price Mall, Crescent City, CA 95531; Shane Pipinos-Gausepohl, Library Manager (707) 464- 9793, <a href="mailto:shane@delnortecountylibrary.org">shane@delnortecountylibrary.org</a>	<b>2024</b>
<b>Del Norte Resource Conservation District</b>	MSR & SOI Approved February 2015	241 1st Street, Unit B, Smith River, CA 95567; (707) 487- 7630 Brian Ferguson, Board Chair; Linda Crockett, Former District Manager, Tara Dettmar, Executive Director - <a href="mailto:delnorteRCD@yahoo.com">delnorteRCD@yahoo.com</a>	<b>In progress</b>



Agency Name	SOI & MSR Status	Contact Information	Next Update
<b>Smith River Cemetery</b>	MSR & SOI Prepared June 2014	P.O. Box 762, Smith River, CA 95567; John Roberts Board Member <a href="mailto:at17722@hotmail.com">at17722@hotmail.com</a> (707) 487-6705	<b>In progress</b>
<b>Del Norte Fairgrounds Recreation and Park</b>	District Formed/ MSR Approved June 2020	PO Box 402, Crescent City, CA 95531; (707) 464-9556, Robyn Holt, Board Chair, <a href="mailto:rholt@dncfrpd.org">rholt@dncfrpd.org</a>	<b>2025</b>