

## MEETING AGENDA

### Del Norte Local Agency Formation Commission REGULAR MEETING

*In Person: Del Norte County Board of Supervisors Chambers*

*Flynn Center - 981 H St. Crescent City, CA 95531*

March 27, 2023 4:00 pm

### **FLYNN CENTER OPEN FOR LAFCO MEETING - COUNTY OFFICES CLOSED FOR CESAR CHAVEZ DAY OBSERVANCE**

1. Call to Order/Roll Call/ Commission Introductions & Appointments
  - A. Pledge of Allegiance
  - B. Welcome New Commissioner – County Supervisor Dean Wilson
  - C. Alternate Public Member Appointment (ATTACHMENT 1A)
2. Public Hearings
  - A. Del Norte LAFCo FY 2022-23 Budget Amendment in accordance with California Government Code Section 56381 (ATTACHMENT 2A)
  - B. Del Norte LAFCo Proposed FY 2023-24 Budget in accordance with California Government Code Section 56381 (ATTACHMENT 2B)
3. Regular Business
  - A. Draft Minutes January 23 2022 (ATTACHMENT 3A)
  - B. Del Norte County Fairgrounds Recreation and Park District (DNCFRPD) Municipal Service Review Reconsideration Update (ATTACHMENTS 3B)
  - C. Hunter Valley CSD Power Activation – Certificate of Completion (ATTACHMENT 3C)
  - D. Del Norte County Auditor – Interfund Cost Plan Request (ATTACHMENT 3D)
  - E. Annexation Applications status - Klamath CSD Annexation/SOI Amendment & Smith River FPD Annexation (ATTACHMENTS 3E)
  - F. May Meeting Alternate Dates (NO ATTACHMENT)
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 May 22, 2023, unless alternate date scheduled.

## ATTACHMENT 1A

MEETING DATE: March 27, 2023  
TO: Del Norte Local Agency Formation Commission  
FROM: George Williamson AICP, Executive Officer  
SUBJECT: Alternate Public Member Selection for 2023-27 Term

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### DISCUSSION

In accordance with G.C. Section 56325(d), the Commission is the appointing authority for an alternate public member on LAFCo. The current alternate public member term expired at the end of 2022 and a vacancy exists for the 2023-2027 term. In January 2023, a notice of vacancy for the alternate public member position was published in the Triplicate and posted on the Del Norte LAFCo website. One application was received by the February 24, 2023 deadline as provided below.

#### Donna DeWolf

DeWolf is currently a resident of Crescent City, CA. She is a member of various realtor associations, including Del Norte Association of Realtors, California Association of Realtors, and National Association of Realtors. Currently, she's working as a real estate broker. DeWolf has experience as a business owner, bible study teacher, and worship leader. She has been a resident in Del Norte County for 40 years.

#### Recommendation

Staff recommends the Commission consider action on the alternate public member appointment for the 2023-2027 term. The Commission is invited to discuss the item, ask follow-up questions of candidates, invited to attend and provide direction to staff as needed. This appointment is subject to a majority vote and the affirmative vote of at least one City Member and one County Member.

Attachments: APPLICATIONS: ALTERNATE PUBLIC MEMBER

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@delnortelafco.org

### APPLICATION: ALTERNATE PUBLIC MEMBER

Candidates for the position of alternate public member must complete this application. All application materials may be submitted by email to the Executive Officer: [eo@delnortelafco.org](mailto:eo@delnortelafco.org), or mailed to the LAFCo office at 1125 16th Street, Suite 202, Arcata, CA 95521, on or before February 24, 2023.

DATE: Feb 10, 2023

NAME: Donna DeWolf

ADDRESS: 140 E Coolidge Crescent City, CA 95531

PHONE: 707-954-3507

E-MAIL: donna@donnadewolf.com

LENGTH OF RESIDENCE IN DEL NORTE COUNTY: 40 years

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

PRESENT OCCUPATION: REAL ESTATE BROKER

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): Pentecost Church of God,  
Del Norte Association of Realtors, California Association of Realtors,  
NATIONAL Association of Realtors,

SPECIAL INTERESTS/ EXPERIENCE:  
Business owner / Real Estate experience / Bible study teacher /  
Worship leader / Play piano / Learning Hebrew

3 REFERENCES (NAME AND PHONE):

Alicia Saylor 707-954-1771

Ron Reel 541-244-8118

Pastor Ford 707-218-7192

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**AGENDA ITEM 2A**

**MEETING DATE:** March 27, 2023  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Approved FY 2022-23 Budget Amendment

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**DISCUSSION**

The FY 2022-2023 amended budget accounting is attached. Revenues from both the County of Del Norte and the City of Crescent City have been received.

Legal counsel costs are increasing from \$3,000 to \$5,000 due to the outside legal counsel travel costs from outside the area. CALAFCO conference/training price has decreased since Commissioner Inscore is no longer on the CALAFCO board.

The substantial Interfund Cost Plan increase will be addressed in detail in Agenda Item 3D.

The public member has declined the per meeting stipend, therefor the budgeted stipend amount has decreased from \$240 to \$80. It has not been completely eliminated in case the alternate public member attends as a voting member and requests the stipend.

General Ledger statements received from the County Auditor Office for the first two quarters of FY 2022-23 include interest revenues in the amount of \$480.00. Due to this the full FY interest is projected to increase to \$960.00.

Due to previous years expenses under budget, the fund balance has increased to \$24,745.02.

**RECOMMENDATION**

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

- Receive verbal report from staff;
- Open the public hearing and invite testimony; and
- Discuss item, close the hearing, and consider action on the recommendation:
  - 1) Approve FY 2022-2023 budget amendment, as provided in Attachment A, and
  - 2) Direct the Executive Officer to distribute the budget amendment to the City of Crescent City and County of Del Norte.

**ATTACHMENT FY 2022-2023 Amended Budget Revenues and Expenditure Report**

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FY 2022-23 Amended Budget Revenues and Expenditure Report

Account	EXPENDITURES	FY 2022-23 Final	2022-23 Amended
<b>Line #</b>	<b>SERVICES &amp; SUPPLIES</b>		
20150	Insurance	\$2,750.00	\$2,782.00
20200	CALAFCO Membership	\$1,447.00	\$1,447.00
20221	Printing	\$50.00	\$50.00
20223	Postage	\$50.00	\$50.00
20230	Professional Services		
	MSR/SOI Preparation	\$32,000.00	\$32,000.00
	Application Processing	\$10,000.00	\$10,000.00
20231	Prof. Serv. Executive Officer/ Admin.	\$42,100.00	\$42,100.00
20232	Prof. Serv. Legal Counsel	\$3,000.00	\$5,000.00
20240	Advertising/Publications	\$400.00	\$400.00
20290	Travel-Training CALAFCO Conferences	\$2,200.00	\$1,510.97
70530	Interfund-Cost Plan	\$1,700.00	\$11,223.00
20233	Public Member Stipend (up to 6 mtgs @ \$40/mtg)	\$240.00	\$80.00
	<b>TOTAL EXPENDITURES</b>	<b>\$95,937.00</b>	<b>\$106,642.97</b>
	<b>REVENUES</b>		
91125	Project Revenue (Application Deposit)*	\$10,000.00	\$10,000.00
90300	Interest	\$500.00	\$960.48
90780	Del Norte County	\$39,852.50	\$47,841.25
90781	City of Crescent City	\$39,852.50	\$47,841.25
07100			
	<b>TOTAL REVENUES</b>	<b>\$90,205.00</b>	<b>\$106,642.98</b>
	<b>FUND BALANCE</b>		
07100	Account #42801 007 100	\$17,470.05	\$24,745.02

\*Deposit paid by applicants to cover application processing. Projected amount for auditor use in issuing payment for expense claims.

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**AGENDA ITEM 2B**

**MEETING DATE:** March 27, 2023  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY 2023-2024 Proposed Budget

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**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**

*LAFCo Funding Sources:*

Del Norte LAFCo's annual operating expenses are principally funded through appropriations from the County of Del Norte and City of Crescent City, in addition to application fees and interest earnings. Each fiscal year, after the Commission adopts the final budget, operating expenses are apportioned in the following manner: the County pays 1/2 and the City pays 1/2. The apportioned amounts are deposited to the Del Norte LAFCo account by the County Auditor.

*Proposed Operating Expenses:*

The proposed operating expenses reflect the anticipated staffing services for day-to-day operations and for conducting municipal service reviews and sphere of influence updates. The proposed FY 2023-24 operating expenses are lower than the FY 2022-23 budget by \$4,496.97. A FY 2023-24 expense summary, compared to last year's amended budget is described below.

- Insurance budget increased to \$2,900.00.
- CALAFCO membership dues increased to \$1,566.00.
- Printing/postage and advertising/publications budgets remain the same.
- Costs to complete MSRs and SOIs scheduled for coming year remain the same.
- Application processing amount remains the same.
- Professional Executive Officer/Administrator costs proposed to remain the same.
- Legal Counsel budget proposed to remain the same for outside counsel expenses.
- Public member has declined stipend, reduced for alternate member.
- Interfund-Cost Plan decreased to \$10,000, however FY 2022-23 was hopefully a one time increase.
- Interest income projected to be \$1,000, slightly more than last year.

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*Proposed Operating Revenues:*

Projected FY 2023-24 expenses are lower with corresponding revenues reduction. The unrestricted funds account remain the same at \$24,745.02.

**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, close the hearing, and consider action on the recommendation:
  - 1) Approve proposed FY 2023-2024 budget, as provided in Attachment A, and
  - 2) Direct the Executive Officer to distribute the proposed budget to the City of Crescent City and County of Del Norte, and schedule final budget adoption for a public hearing at the Commission's May meeting.

**ATTACHMENT** FY 2023-24 Proposed Budget

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DNLAFCo FY 2023-24 Draft Budget

Account	EXPENDITURES	FY 2022-23 Amended	FY 2023-24 Draft
<b>Line #</b>	<b>SERVICES &amp; SUPPLIES</b>		
20150	Insurance	\$2,782.00	\$2,900.00
20200	CALAFCO Membership	\$1,447.00	\$1,566.00
20221	Printing	\$50.00	\$50.00
20223	Postage	\$50.00	\$50.00
20230	Professional Services		
	MSR/SOI Preparation	\$32,000.00	\$32,000.00
	Application Processing	\$10,000.00	\$10,000.00
20231	Prof. Serv. Executive Officer/ Admin.	\$42,100.00	\$42,100.00
20232	Prof. Serv. Legal Counsel	\$5,000.00	\$5,000.00
20240	Advertising/Publications	\$400.00	\$500.00
20290	Travel-Training (CALAFCO Conference)	\$1,510.97	\$0.00
70530	Interfund-Cost Plan (\$1,700 budget amount)	\$11,223.00	\$10,000.00
20233	Public Member Stipend (up to 6 mtgs @ \$40/mtg)	\$80.00	\$80.00
	<b>TOTAL EXPENDITURES</b>	<b>\$106,642.97</b>	<b>\$104,246.00</b>
	<b>REVENUES</b>		
91125	Project Revenue (Application Deposit)*	\$10,000.00	\$10,000.00
90300	Interest	\$960.48	\$1,000.00
90780	Del Norte County	\$47,841.25	\$46,623.00
90781	City of Crescent City	\$47,841.25	\$46,623.00
07100	Funds from Account #42801007100		
	<b>TOTAL REVENUES</b>	<b>\$106,642.98</b>	<b>\$104,246.00</b>
7100			
	<b>FUND BALANCE</b>		
07100	Account #42801 007 100	\$24,745.02	\$24,745.02

\*Deposit paid by applicants to cover application processing. Projected amount for auditor use in issuing payment for expense claims.



## DRAFT MEETING MINUTES

### Del Norte Local Agency Formation Commission REGULAR MEETING

*In Person: Del Norte County Board of Supervisors Chambers*

*Flynn Center - 981 H St. Crescent City, CA 95531*

**January 23, 2023**

**Members present:** Darrin Short (County Member & Chair), Blake Inscore (City Member & Vice Chair), Jason Greenough (City Member), Valerie Starkey (Alternate County Member) and Lyle Armstrong (Public Member)

**Members absent:** (2<sup>nd</sup> County seat to be filled later in January)

**Others present:** George Williamson (Executive Officer); Geoff Antill (Smith River FPD),

#### **Call to Order/Roll Call**

Commission Chair Short called the meeting to order at 4:00 p.m. Roll call was taken.

Certificate of Appreciation to Blake Inscore for CALAFCO Board Service. Staff presented a signed Certificate of Appreciation acknowledging Commissioner Inscore's service as a Northern Representative on the CALAFCO Board, including Dues and legislation efforts.

#### **Pledge of Allegiance**

Commissioner Inscore led the Pledge of Allegiance.

#### **Public Hearings**

None

#### **Regular Business**

##### A. Draft Minutes October 24, 2022

On a motion by Commissioner Inscore seconded by Commissioner Starkey and carried by a 5-0 vote the Commission approved the October 24, 2022 Meeting Minutes

##### B. Regional Fire Services MSR/SOI – Implementation Report

Staff discussed ongoing efforts to implement the Regional Fire Services MSR/SOI Update.

##### C. FY 2021-22 Year End Report – Continued

On a motion by Commissioner Inscore seconded by Commissioner Greenough and carried by a 5-0 vote the Commission approved the FY 2021-22 Year End Report.

##### D. FY 2022-23 Mid Year Budget Report

On a motion by Commissioner Greenough seconded by Commissioner Armstrong and carried by a 5-0 vote the Commission approved the FY 2022-23 Mid Year Budget Report.

**Del Norte Local Agency Formation Commission**  
**MEETING MINUTES: January 23, 2023**

E. Compliance Work Plan

Staff presented status of ongoing MSR/SOI Updates, primarily districts providing water services as part of the Compliance Work Plan, as an informational item.

F. 2023 Meeting Schedule

The 2023 Meeting Schedule was reviewed and alternate dates discussed for March and May meetings, where there will be hearings on draft and final FY 2023-24 Budget.

2. Inquiries, Correspondence, Application Status and Referrals

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

DNC Fairgrounds Recreation and Park District Update – Sales Tax Revenues. Staff is coordinating with the DNCFRPD Board on a MSR reconsideration to address a Capital Improvement Plan Update, and funding projections for use of reserves. There will be a joint DNCFRPD & 41<sup>st</sup> DAA Fair Board meeting later this month.

Del Norte County Auditor Interfund Cost Plan Increase

Staff has requested an accounting for a substantial increase in the Interfund Cost Plan amount, based on an independent accounting review.

Alternate Public Member recruitment. Staff will be soliciting candidates for the 2023-2026 Alternate Public Member term. An appointment, contingent on candidates, will be scheduled for the March Meeting.

- 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).

The issue of Special District representation on the Commission was discussed. It was noted that the majority of the 58 LAFCOs in the state have special district members. Commissioners felt having a seven member commission with special district representation would broaden the Commission perspective and increase accountability on service related issues. Initial costs could be apportioned to attract special district interest. Staff will contact special districts to determine interest.

- 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.

3. Adjournment

Next Meeting scheduled for March 27, 2023, unless special meeting scheduled.

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**ATTACHMENT 3B**

**MEETING DATE:** March 27, 2023  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Del Norte County Fairgrounds Recreation and Park District  
Municipal Services Review Reconsideration Update

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**Background**

Del Norte County Fairgrounds Recreation and Park District (DNCFRPD) was formed by Del Norte Local Agency Formation Commission (LAFCo) as the special district that could receive & allocate voter approved sales tax revenues. The Countywide Del Norte County Fair sales tax revenue has now ceased (collected from 2014-2021). This prompts review of the LAFCo reserve fund condition, as it references the period when sales taxes were being collected.

A Municipal Services Review (MSR) was prepared as part of District Formation. The current DNCFRPD MSR Determinations, adopted June 2020, includes the following:

The District should continue to work with the 41st DAA to implement specific processes to follow when providing financial assistance and update the MOU between them and the 41st DAA if necessary, to reflect agreed upon terms and conditions. This should include a post sales tax recreational use funding program.

Commission staff has been working with the DNCFRPD Board of Directors on a 2020 MSR Reconsideration application. The MSR Reconsideration would allow for preparing a Post Sales Tax Fairgrounds Use Funding Program. The funding program would be based on an updated Del Norte County Fairgrounds Facility 5-year Capital Improvement Program.

The District was requested to approve a Resolution of Application to Del Norte LAFCo, for reviewing the reserve restriction, contingent on funding program, now that sales tax no longer collected. The Resolution, attached, was approved at the DNCFRPD Board's February 23, 2023 meeting.

As part of the MSR reconsideration, the sales tax revenue reserve restriction can be reviewed, contingent on a funding program now that sales tax is no longer collected.

Attachments Agenda Request and Draft Resolution of Application

DEL NORTE LOCAL AGENCY FORMATION COMMISSION  
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Arcata, California 95521  
TEL (707) 825-9301 FAX (707)825-9181  
eo@delnortelafco.org

DATE: February 15, 2023  
TO: Del Norte County Fairgrounds Recreation and Park District  
Board of Directors: Wakefield, Westbrook, Renner, Hopkins & Wier  
FROM: George Williamson AICP, LAFCo Executive Officer  
SUBJECT: Request for Agenda Items on:  
Del Norte County Fairgrounds Recreation and Park District  
February 23, 2023 Agenda - Post Sales Tax Actions

Del Norte LAFCo requests to have following agenda items placed on their February 23 Board Meeting Agenda:

- Post Sales Tax Fairgrounds Use Funding Program;
- Del Norte County Fairgrounds Facility 5-year Capital Improvement Program; and
- Resolution of Application to Del Norte LAFCo, for reviewing the reserve restriction, contingent on funding program, now that sales tax no longer collected.

Del Norte County Fairgrounds Recreation and Park District (DNCFRPD) was formed by Del Norte Local Agency Formation Commission (LAFCo) as the special district entity that could receive & allocate sales tax revenues. The Countywide Del Norte County Fair sales tax revenue has now ceased (collected from 2014-2021). This prompts review of the LAFCo reserve fund condition, as it references the period when sales taxes were being collected.

Also, in the current DNCFRPD Municipal Services Review (MSR) Determinations, adopted June 2020, includes the following:

*The District should continue to work with the 41st DAA to implement specific processes to follow when providing financial assistance and update the MOU between them and the 41st DAA if necessary, to reflect agreed upon terms and conditions. This should include a post sales tax recreational use funding program.*

I'm planning on attending the February 23, 2023 Board meeting and addressing the Board on the proposed agenda items. A draft Resolution of Application to Del Norte LAFCo is attached for your consideration.

Attachment: Draft Resolution of Application to Del Norte LAFCo

Cc Kim Floyd, Del Norte County Fair CEO  
Valarie Starkey

**Resolution No. \_\_\_\_**

**A RESOLUTION OF APPLICATION BY THE DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT BOARD OF DIRECTORS REQUESTING THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION INITIATE PROCEEDINGS FOR REVIEW OF CONDITIONS AND DETERMINATIONS**

**RESOLVED**, by the Del Norte County Fairgrounds Recreation and Park District (DNCFRPD) Board of Directors, that:

**WHEREAS**, Del Norte Del Norte Local Agency Formation Commission (LAFCo) took action pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, California Government Code, Section 56000 et seq. Part 3, Division 3, Title 5, to approve LAFCo Resolution No. 14-02, conditionally approving the DNCFRPD formation, with said resolution providing findings, determinations, conditions of approval, and pertinent to the district formation; and,

**WHEREAS**, one of the conditions of Resolution No. 14-02 was:

3. The District shall allocate at least 30% of annual sales tax revenue to build a reserve fund. These funds shall accrue in a separate account with the Del Norte County Auditor and shall not be used, except in an emergency situation approved by the commission, for the initial seven years the sales tax revenues are accruing.

**WHEREAS**, now that the sales tax is no longer being collected, the condition of maintaining a reserve fund should be reviewed so that all sales tax revenues may be applicable for fairgrounds use; and

**WHEREAS** The review should include a Post Sales Tax Fairgrounds Use Funding Program and Facility 5-year Capital Improvement Program Update; and

**NOW, THEREFORE**, The Del Norte County Fairgrounds Recreation and Park District makes application to Del Norte LAFCo, Including an initial \$1,000.00 deposit for reconsideration of LAFCo conditions and determinations:

The Del Norte Local Agency Formation Commission is hereby requested to initiate proceedings for the proposed review of conditions and determinations in the manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

Passed and adopted by the District Board of Directors at a regular meeting thereof held on February 23, 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Approved: \_\_\_\_\_  
Board Chair

Attest: \_\_\_\_\_  
Secretary

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**AGENDA ITEM 3C**

**MEETING DATE:** March 27, 2023  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Hunter Valley CSD Park & Recreation Services Activation  
Certificate of Completion

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**DISCUSSION**

**Project Summary**

Approval of the application submitted by Hunter Valley Community Services District (HVCSD) to add Parks and Recreation as a latent power was contingent on the park parcel in the Hunter Valley Subdivision being transferred from the County to the CSD. The parcel has been transferred by grant deed, satisfying the conditions of the power activation. This allowed LAFCo to complete and record the Certificate of Completion. This application is now complete.

Staff received a report from the HVCSD Board of Directors:

The park playground should be completed spring/summer of 2023. All Playground equipment has been relocated. The rubber safety ground fill has been purchased and staged in the Park and the Park Security surveillance camera system has been purchased and ready to install.

Very Best Regards,

HVCSD Board of Directors”

**RECOMMENDATION**

1. Receive staff report, no action needed.

**ATTACHMENTS**

Attachment 1: Certificate of Completion and grant deed

9 pg  
CL

NO FEES PER GOVERNMENT CODE §27383

Filed and Recorded in Official  
Records of County of Del Norte

Requested by and when recorded mail to:  
DEL NORTE LOCAL AGENCY  
FORMATION COMMISSION  
1125 16<sup>th</sup> Street Suite 202, Arcata, CA 95521

Alessia Northrup  
Clerk & Recorder  
DOC # 20230608

Filed By: DEL NORTE LAFCO  
03/07/2023 08:42 AM  
Titles: 1 Pages: 9  
Total Fees: \$0.00

The following document is a correct  
copy of the original on file and of record in the  
Del Norte LAFCo office.

**SB2 EXEMPT  
NO FEE**

By: George Williamson, Executive Officer

**CERTIFICATE OF COMPLETION**

I, George Williamson, Del Norte Local Agency Formation Commission (LAFCo) Executive Officer, hereby certify that the Hunter Valley Community Services District completed a activation of powers, pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as follows:

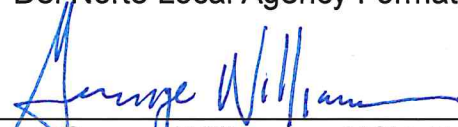
- A. The District name is: Hunter Valley Community Services District (CSD)
- B. The name of the County in which the entire District is located is: Del Norte
- C. Type of action taken is: activation of latent power- Parks and Recreation
- D. The short title of the above-mentioned proceeding is:  
Hunter Valley CSD Latent Power Activation
- E. Boundary description (transferred park parcel) and any terms and conditions: :  
Legal Description: Real Property in the County of Del Norte, Lot 3A in Block 4 in the Hunter Valley Subdivision according to the map thereof filed in the office of the County Recorder of Del Norte County, California, on June 14, 1965, in Book 4 of Maps, page 227 (included in attached Grant Deed).  
Reference is hereby made to attached Resolution No. 22-01, approved by the Del Norte Local Agency Formation Commission on January 24, 2022, for an activation of latent power, subject to the terms and conditions of approval (parcel transfer) and for other particulars regarding this action.

The change of organization was:

- Ordered without an election, by Resolution approving the activation of latent power, adopted by the Local Agency Formation Commission on January 24, 2022
- Confirmed by the voters and the Resolution confirming the change of organization after confirmation by the voters was adopted by the Del Norte Local Agency Formation Commission on \_\_\_\_\_

Del Norte Local Agency Formation Commission

Dated: March 6 2023

By:   
George Williamson AICP, Executive Officer

Doc # 20222601  
Page 1 of 5  
Date: 6/27/2022 10:35A  
Filed by: GENERAL PUBLIC  
Filed & Recorded in Official Records  
of COUNTY OF DEL NORTE  
ALISSIA D. NORTHKUP  
COUNTY CLERK-RECORDER  
Fee: \$0.00

Recording requested by (name):  
Hunter Valley Community Services District  
And when recorded, mail this deed and tax  
statements to (name and address):  
Hunter Valley Community Services District  
25 Del Ponte Drive  
Klamath, CA 95548

NO FEE PER. GOVERNMENT CODE 6103

# GRANT DEED

DOCUMENTARY TRANSFER TAX \$ 0  
EXEMPTION (R&T CODE) \_\_\_\_\_  
EXPLANATION Gift  
\_\_\_\_\_  
Signature of Declarant or Agent determining tax

APN: 127-220-050

For a valuable consideration, receipt of which is hereby acknowledged,  
GRANTOR(S) County of Del Norte  
(Current Owner(s), including form of title)

hereby grant(s) to GRANTEE(S) Hunter Valley Community Services District  
(New Owner(s))

as A special district of the State of California  
(An Unmarried Person / Joint Tenants / Tenants in Common / Community Property / Community Property with Right of Survivorship / etc.)

the following real property in the City of Klamath, County of  
Del Norte, California: (insert legal description)

See Exhibit A: Real Property Transfer Agreement.

Date: 6/17/2022  
*Gerry Hemmingsen*  
(Signature of declarant)  
Gerry Hemmingsen  
(Typed or written name of declarant)

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature of declarant)  
\_\_\_\_\_  
(Typed or written name of declarant)

This form must be signed in front of a notary.



**ACKNOWLEDGMENT**

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of DEL NORTE

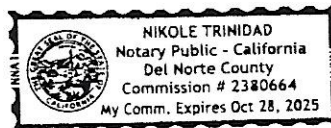
On 06/17/2022 before me, Nikole Trinidad Notary public  
(insert name and title of the officer)

personally appeared Gerald Hemmingson who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Nikole Trinidad* (Seal)



**Certificate of Acceptance  
Government Code Section 27281**

This is to certify that the interest in real property conveyed by the deed or grant dated June 17, 2022 from the County of Del Norte to the County of Del Norte, a political corporation and/or governmental agency is hereby accepted by the undersigned officer or agent on behalf of the Hunter Valley Community Serviced District pursuant to authority conferred by the District's governing body on May 6, 2022, and the grantee consents to recordation thereof by its duly authorized officer.

Dated 6/23/2022

By 

Paul Crandall, General Manager

Hunter Valley Community Services District

**Exhibit A**

**Real Property Transfer Agreement**

**[To be Recorded with the Grant Deed]**

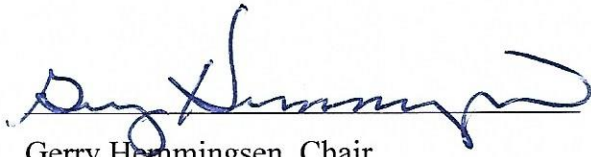
This Agreement is for the transfer of the Hunter Creek Park, APN 127-220-050 and further described in the legal description below ("the Property") from the County of Del Norte, a political subdivision of the State of California, to the Hunter Valley Community Services District ("the District"), subject to the following terms and conditions:

1. Legal Description: Real Property in the County of Del Norte, Lot 3A in Block 4 in the Hunter Valley Subdivision according to the map thereof filed in the office of the County Recorder of Del Norte County, California, on June 14, 1965, in Book 4 of Maps, page 227.
2. Title to the Property is taken by the District in its present condition subject to all encumbrances, easements, covenants, conditions, restrictions, rights and other matters, whether of record or not, as of the date of execution of this agreement.
3. District waives any right to cleanup or mitigation costs which may be required under state or federal law due to contamination by hazardous waste.
4. Transfer includes any equipment or fixtures present on the Property.
5. The Property is granted to the District for zero dollars, (\$0.00) only for as long as the following conditions are met:
  - a. The Property remains in the ownership and possession of the District, and in use for public park and recreation purposes;
  - b. The District raises from its residents and expends a minimum of \$2,000 per year to maintain the park;
  - c. The District maintains A policy of general liability insurance with minimum coverage of \$1,000,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage, and a general aggregate limit of \$2,000,000.
6. By accepting transfer of the property, District agrees to hold harmless, defend and indemnify the County, its officers and employees, from and against any and all claims and liabilities of every kind and nature arising out of District's legal ownership and

operation of the Property, including but not limited to any claims against the county, by the District or any other party, relating to the condition of the Property, the chain of title, and any regulatory or civil action arising under the California Environmental Quality Act or the Surplus Lands Act.

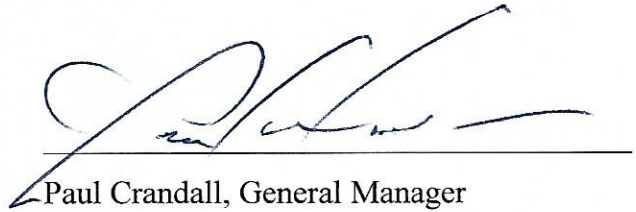
7. Signatories warrant they have legal authority to bind their respective agencies in this agreement.

County of Del Norte



Gerry Hemmingsen, Chair  
Board of Supervisors

Hunter Valley Community Services District

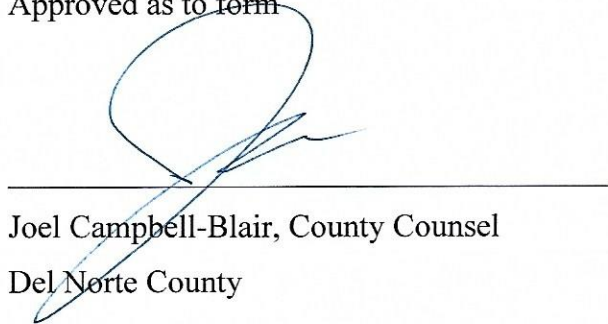


Paul Crandall, General Manager

Hunter Valley Community Services District

6/23/2022

Approved as to form



Joel Campbell-Blair, County Counsel  
Del Norte County

**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 3D**

**MEETING DATE:** March 27, 2023  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Del Norte County Auditor FY 2022-23 Interfund Cost Plan  
Accounting Request

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**DISCUSSION**

Del Norte LAFCO has its funds held with the Del Norte County Auditor. The Auditor - Controller and his staff have been helpful, and timely in report and payments requests. LAFCO staff receives periodic balance sheets and general ledger statements which are use in mid-year and year end budget reports to the Commission.

The Commission pays an Interfund Cost Plan amount annually to cover cost of Auditor and other department services. In the past, those amounts have been less than \$2,000 annually, paid monthly. In this year's general ledger statements the Interfund Cost Plan amounts increased to \$ 1,070,which is \$12,840 annually, a substantial unbudgeted increase.

In response to an inquiry about this substantial increase, the Auditor-Controller responded:

With the turnover in staffing the County of Del Norte, last fiscal year, hired a consulting firm to calculate and submit our Cost Plan. There were changes made based on updated procedures, new best practices and how our allocation is done. Going from an in-house system to a company that specializes in Cost Plan allocation ensures things are done correctly and are done with updated standards in mind. Also, County costs (payroll and services/ supplies) have increased over the years which will also lead to increases in charges. In the Cost Plan summary schedule provided, It appeared that County Counsel was LAFCo's biggest expense.

This prompted the attached FY 2022-2023 Interfund Cost Plan Accounting request to the County Auditor- Controller. Their response is still pending.

**ATTACHMENT** Transmittal to County Auditor

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 eo@delnortelafco.org

**INTERFUND COST PLAN CHARGES REVIEW REQUEST - *UPDATED***

**DATE:** February 21, 2023  
**TO:** Clinton Schaad, Del Norte County Auditor-Controller  
 Melinda Hamilton, Accountant - Auditor I  
**FROM:** George Williamson AICP, LAFCo Executive Officer  
**SUBJECT:** Del Norte LAFCo Interfund Cost Plan - Increased Charges

This is a follow up to initial request sent January 24, 2023

Del Norte LAFCo Interfund Cost Plan charges have increased from \$140.00 /Month in prior fiscal year, to \$1,070 this fiscal year, for a total charge of \$12,835.00. This significant increase appears to come from County Counsel charges, as shown in the County Summary Schedule excerpt below:

<b>Del Norte County Auditor - Interfund Cost Charges</b>		
	<b>Department</b>	<b>428-429 LAFCO</b>
1	BUILDING DEPRECIATION	\$0.00
2	EQUIPMENT DEPRECIATION	\$0.00
3	AUDIT EXPENSE	\$43.00
4	101-112 ADMINISTRATION	\$724.00
5	101-122 AUDITOR/CONTR	\$731.00
6	101-123, 124, 125 TREASURER/TAX/	\$149.00
7	101-131 COUNTY COUNSEL	<b>\$11,188.00</b>
8	101-151 BUILDING MAINT	\$0.00
9	101-182 INFORMATION TECH	\$0.00
10	101-712 PARKS	\$0.00
	<b>Total Current Allocations</b>	\$12,835.00
	Less: Prior Year Allocations	\$1,612.00
	Carry-Forward	\$11,223.00
	<b>Proposed Costs</b>	<b>\$24,058.00</b>

LAFCO had received quarterly legal counsel services invoices for over 10 years. They were promptly authorized for payments from LAFCo Account 428-429-20232. Most recently, LAFCo had received quarterly invoices from County Counsel through Quarter 3 2021-22, totaling \$1,062.96, which were paid. County Counsel terminated services after that so there should be no additional charges.

Requesting the Auditors Office rescind increased county counsel charges highlighted above, as well as monthly \$1,070.00 charges. If not, A mid-FY 2022-23 budget adjustment will be required, at March 27, 2023 Commission meeting, with additional funds to cover increase from County of Del Norte.

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**AGENDA ITEM 3E**

**MEETING DATE:** March 27, 2023  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Applications Status: Klamath Community Services District  
Annexation Completion/SOI Amendment & Smith River Fire  
Protection District Annexation

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**DISCUSSION**

Two Applications have been received; summaries provided below:

**Klamath Community Services District Annexation Completion/SOI Amendment -  
water services**

Klamath CSD is located within the northern part of the Yurok Reservation. The CSD serves the relocated Klamath townsite including Yurok Tribal facilities and tribal housing. The District's boundary covers 319 acres with a population of approximately 240. The District provides water and wastewater services and has 63 water connections and 49 wastewater connections. The CSD initiated the annexation of the Del Ponte Water District in the 1980's however that annexation was never completed. The CSD has applied for the annexation completion. Most of the annex territory is in the CSD Sphere of Influence (SOI) but some is not (see Notice of Filing Figure). A SOI expansion is proposed for territory to the South and Southeast. A Notice of Filing to affected agencies is attached.

**Smith River Fire Protection District Annexation**

**Fire Protection & Emergency Response Services**

Smith River FPD provides fire, rescue, and emergency medical response services to a 59 square mile area near the Oregon state line. The FPD currently responds to approximately 340 calls for service a year. An annexation of territory in the western SOI area is proposed (see Notice of Filing Figure). That area is already receiving services from the FPD. No increase in the call volume is expected in the beginnings of the annexation. An increase of 15 additional calls per year are anticipated as build-out in the annexed area continues. A Notice of Filing to affected agencies is attached.

**ATTACHMENTS** Notices of Filing for:

Klamath Community Services District Annexation Completion/SOI Amendment  
Smith River Fire Protection District Annexation

**DEL NORTE LOCAL AGENCY FORMATION COMMISSION**

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Arcata, California 95521  
TEL (707) 825-9301 FAX (707)825-9181  
[eo@delnortelafo.org](mailto:eo@delnortelafo.org)

**NOTICE OF FILING**

**DATE:** February 22, 2023

**TO:** Klamath Fire Protection District - CALFIRE Humboldt-Del Norte Unit  
Del Norte County Community Development Department  
Del Norte County Assessor's, Auditor's, Clerk/Recorder & Administrative Offices  
Del Norte County District 5 Supervisor, Dean Wilson  
Del Norte County Unified School District - Superintendent's Office  
Redwood Park Community Services District  
Yurok Tribe

**FROM:** George Williamson, LAFCo Executive Officer

**SUBJECT:** Annexation Completion & SOI Amendment-Klamath Community Services District (CSD)

**APPLICATION INFORMATION**

**Project:** Klamath CSD annexation (Del Ponte Water Dist.) & Sphere of Influence Amendment

**Location:** Klamath Townsite, east of Hwy 101

**APNs:** See attached map

**NOTICE:** The above referenced proposal has been submitted to LAFCo and this notice of filing is being issued in accordance with Government Code § 56658(b)(1). If you wish to receive application and supporting documents, please contact LAFCo at (707) 825-9301 or [eo@delnortelafo.org](mailto:eo@delnortelafo.org).

**GENERAL INFORMATION**

LAFCo has received an application submitted by Klamath CSD Resolution of Application for annexation of territory into the CSD for water service. The proposed annexation area is adjacent to the existing CSD boundaries. Some but not all of proposed annexation territory is within the CSD Sphere of Influence (SOI). A SOI Amendment is proposed for APNs 140-040-28 & 140-150-16. The proposed annexation and SOI Amendment are shown on Figure 1.

**SERVICES**

Based on the application, the existing and proposed service providers are listed below:

Service	Present Provider	Proposed Provider
Sewer	n/a (septic systems)	No Change
Water	Klamath CSD; wells	No Change
Fire	Klamath Fire Protection District	No Change
Police	Del Norte County Sheriff	No Change
Roads	County of Del Norte	No Change
Recreation	County of Del Norte	No Change
Drainage	County of Del Norte	No Change
Street Lighting	County of Del Norte; Yurok Tribe	No Change

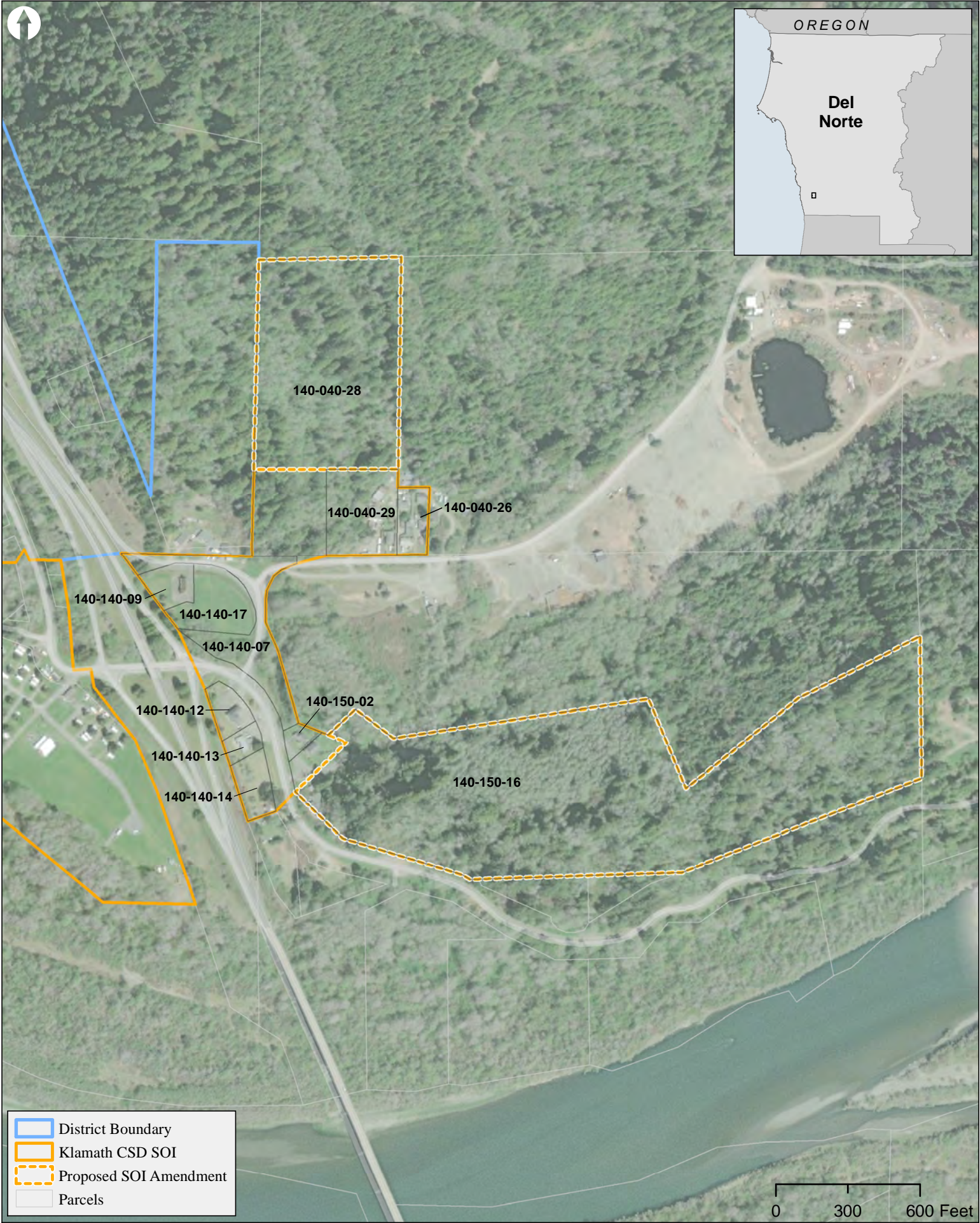
**Agency Response:** Request agency comments by March 3, 2023 - mail to Del Norte LAFCo 1125 16th Street, Suite 202, Arcata, California 95521; or email to [eo@delnortelafo.org](mailto:eo@delnortelafo.org)

**CC:** Margaret Campbell, Klamath Community Services District  
Ward Stover, Stover Engineering

Attachment - Figure 1

*Notice of Filing*





- District Boundary
- Klamath CSD SOI
- Proposed SOI Amendment
- Parcels

0 300 600 Feet

# Klamath Community Services District Proposed Annexation - SOI Amendment



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[eo@delnortelafco.org](mailto:eo@delnortelafco.org)

**NOTICE OF FILING**

**DATE:** March 16, 2023

**TO:** Smith River Community Services District  
Del Norte County Community Development Department  
Del Norte County Assessor's, Auditor's, Clerk/Recorder & Administrative Offices  
Del Norte County District 3 Supervisor, Christopher Howard  
Del Norte County Unified School District - Superintendent's Office  
Tolowa Dee-ni' Nation  
CalFIRE Humboldt-Del Norte Unit  
Crescent City Fire and Rescue  
Fort Dick Fire Protection District

**FROM:** George Williamson, LAFCo Executive Officer

**SUBJECT:** Annexation - to Smith River Fire Protection District (FPD)

**APPLICATION INFORMATION**

**Project:** Smith River FPD annexation

**Location:** Smith River

**APNs:** See attached map - Figure 1

**NOTICE:** The above referenced proposal has been submitted to LAFCo and this notice of filing is issued in accordance with Government Code § 56658(b)(1). To receive application documents, please contact LAFCo at (707) 825-9301 or [eo@delnortelafco.org](mailto:eo@delnortelafco.org).

**GENERAL INFORMATION**

LAFCo has received an application submitted by Smith River FPD Resolution of Application for annexation of territory into the FPD for fire and emergency response services. The proposed annexation area is adjacent to the existing FPD boundaries and within the Sphere of Influence (SOI). The proposed annexation is shown on Figure 1.

**SERVICES**

Based on the application, the existing and proposed service providers are listed below:

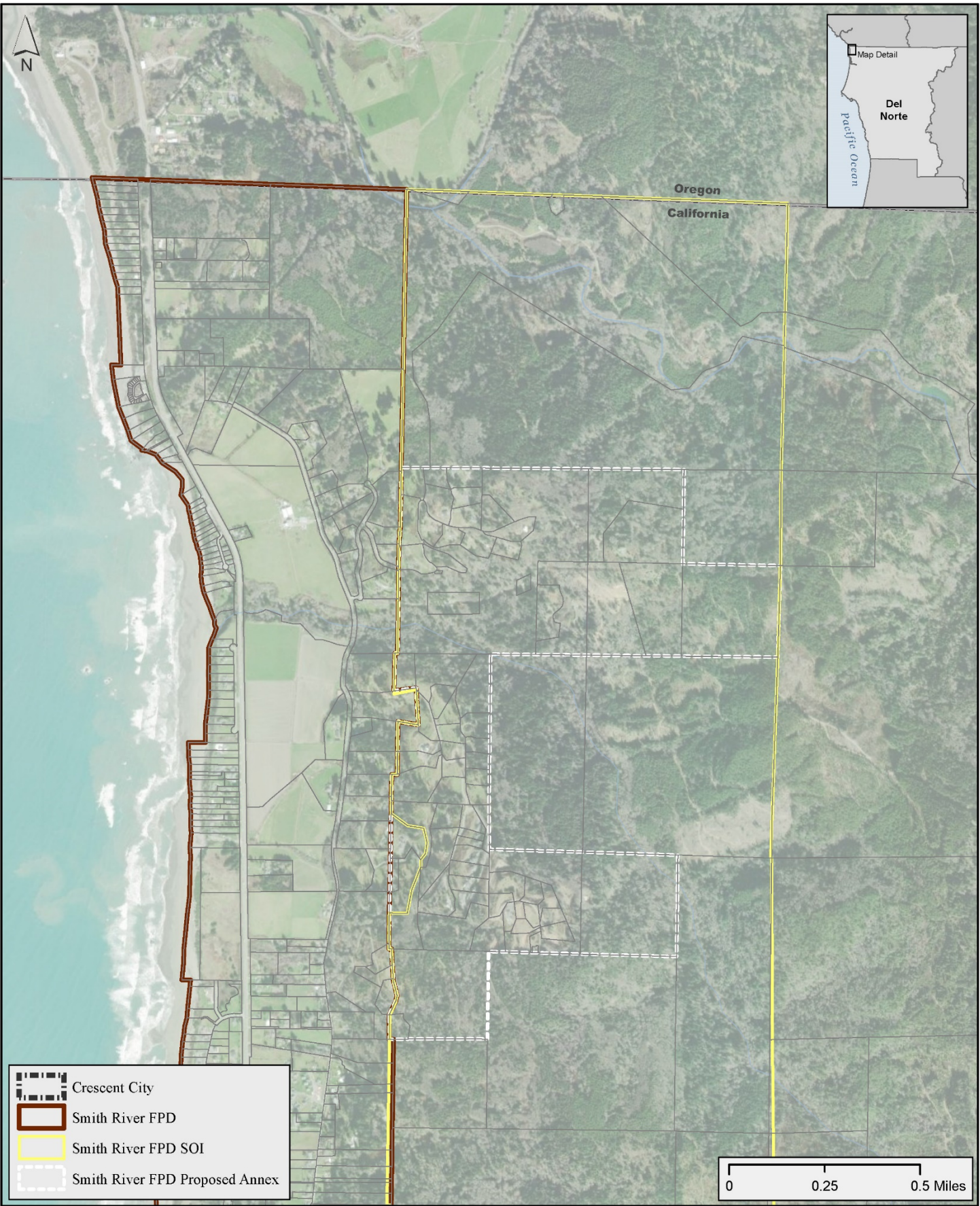
Service	Present Provider	Proposed Provider
Sewer	n/a (septic systems)	No Change
Water	Smith River CSD	No Change
Fire	Cal FIRE	Change
Police	Del Norte County Sheriff	No Change
Roads	County of Del Norte	No Change
Recreation	County of Del Norte - Tolowa Dee-ni' Nation	No Change
Drainage	County of Del Norte	No Change
Street Lighting	County of Del Norte - Tolowa Dee-ni' Nation	No Change

**Agency Response:** Request agency comments by March 30, 2023 - mail to Del Norte LAFCo 1125 16th Street, Suite 202, Arcata, California 95521; or email to [eo@delnortelafco.org](mailto:eo@delnortelafco.org)

**CC:** Geoff Antill, Smith River Fire Protection District  
Ron Simpson, Smith River Fire Protection District

Attachment - Figure 1

*Notice of Filing*



# Smith River Fire Protection District Proposed Annexation

Figure

Map Date: 3/16/2023

Sources: Boundaries - Del Norte LAFCo, Roads - US Census TIGER

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**AGENDA ITEM 3F**

**MEETING DATE:** March 27, 2023  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Calendar Year - 2023 - Alternate May Meeting Dates

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**DISCUSSION**

The Commission generally meets on the fourth Monday of every other month, unless rescheduled due to holidays or other considerations.

May 22, 2023 is the next regular meeting date. At least one member is not available on that date. The Commission will be polled for availability on that date. If it is determined there would not be a quorum, and alternate meeting date will be considered. A Final FY 2023-24 Budget Hearing will be scheduled for the next meeting.