

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

January 23, 2023 4:00 pm

1. Call to Order/Roll Call

Pledge of Allegiance

Certificate of Appreciation to Blake Inscore for CALAFCO Board Service

2. Public Hearings

None

3. Regular Business

A. Draft Minutes October 24, 2022 (ATTACHMENT 3A)

B. Regional Fire Services MSR/SOI – Implementation Report (verbal report)

C. FY 2021-22 Year End Report – Continued (ATTACHMENT 3C)

D. FY 2022-23 Mid Year Budget Report (ATTACHMENT 3D)

E. Compliance Work Plan (ATTACHMENT 3E)

F. 2023 Meeting Schedule (ATTACHMENT 3F)

4. Inquiries, Correspondence, Application Status and Referrals

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

DN Fairgrounds Recreation and Park District Update – Sales Tax Revenues
Del Norte County Auditor Interfund Cost Plan Increase.

B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).

C. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.

5. Adjournment

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

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

October 24, 2022 4:00 pm

Members present: Darrin Short (County Member & Chair), Blake Inscore (City Member & Vice Chair), Jason Greenough (City Member), Sue Masten (County Member) and Lyle Armstrong (Public Member)

Members absent:

Others present: George Williamson (Executive Officer); Jim Underwood, (General Counsel), Geoff Antill (Smith River FPD), Heidi Kunstal (Del Norte County Community Development Director)

Call to Order/Roll Call

Commission Chair Short called the meeting to order at 4:01 p.m. Roll call was taken.

Pledge of Allegiance

Commission Chair Short led the Pledge of Allegiance.

Public Hearings

Regional Fire Services MSR & SOI Update

The Commission discussed the continuing need for training, recruitment and revenue generation for the Districts. Commissioner Inscore requested that the City and Regional Airport Authority agreement for fire services at the airfield be added to the MSR.

On a motion by Commissioner Inscore seconded by Commissioner Greenough and carried by a 5-0 vote the Commission adopted Resolution 22-03 for the 2022 Regional Fire Services MSR & SOI Update.

Regular Business

A. Draft Minutes July 25, 2022

On a motion by Commissioner Armstrong seconded by Commissioner Masten and carried by a 5-0 vote the Commission approved the July 25, 2022 Meeting Minutes

B. County Service Area (CSA) # 1 Wastewater Services Extension-McNamara Field Terminal

Staff Report – Presented services extension staff report. Explained why services being extended to portion of the County parcel (terminal where services are being provided) rather than for entire airfield. Acknowledged Community Development Director Heidi Kunstal's service extension application contributions and CSA #1 Management.

Del Norte Local Agency Formation Commission
REGULAR MEETING
October 24, 2022 4:00 pm

On a motion by Commissioner Inscore seconded by Commissioner Greenough and carried by a 5-0 vote the Commission adopted Resolution 22-04 for the CSA # 1 Wastewater Services Extension-McNamara Field Terminal.

C. FY 2021-22 Year End Report

The Commission continued this item for additional information.

D. FY 2022-2023 Meeting Schedule

Commission received meeting schedule.

E. CALAFCO 2022 Annual Conference Update

Commissioner Inscore provided report on CALAFCO Board activities, including supporting legislative changes for protest proceedings.

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.

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 CALAFCO Annual Conference is scheduled for October 2023 in Orange County, after several years of not being held due to COVID 19 restrictions. Commissioner Inscore will attend.

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

Meeting Adjourned at 4:48 PM. Next Regular Meeting scheduled for December 5, 2022.

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

AGENDA ITEM 3C

MEETING DATE: January 23, 2023
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2021-22 Year-End Accounting

DISCUSSION

The FY 2021-2022 year-end accounting is attached. City & County revenues received. One application filed in the prior FY completed this FY, no additional funds needed. MSR/SOI Preparation costs are \$31,976.75 of the budgeted amount of \$32,000.00, as of June 2022, leaving \$23.25- or less than 1% remaining while Professional Services including both Executive Office and Administrative services are \$40,080.00- leaving \$20.00 remaining. New Legal Counsel added last year (Jim Underwood) expenses incurred this FY \$1,802.50. New public member (Lyle Armstrong) added last year, however stipend not accepted so no expense. Insurance Costs, incurred at start of FY, \$2,614.83 were slightly over budgeted amount. CALAFCO Membership costs, of, \$1,379.00 were slightly under budgeted amount. Application processing costs were well below the budgeted amount at \$900.00. This is \$9,100.00 under the allocated \$10,000.00. Overall, Del Norte LAFCo ended FY 2021-22 under budget by \$51.97.

RECOMMENDATION

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

Review FY 2021-2022 year-end Budget accounting. This is an informational agenda item.

ATTACHMENT

FY 2021-2022 year-end Budget Revenues and Expenditure Report

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FY 2021-22 Year-end Budget Revenues and Expenditure Report

FY 2021-22 EXPENDITURES	Adopted Budget	Fy Yr End	Difference
Insurance	\$2,500.00	\$2,614.83	(\$114.83)
CALFCO Membership	\$1,385.00	\$1,379.00	\$6.00
Printing	\$50.00	\$0.00	\$50.00
Postage	\$50.00	\$0.00	\$50.00
Professional Services:			
MSR/SOI Preparation	\$32,000.00	\$31,976.75	\$23.25
Application Processing**	\$10,000.00	\$900.00	\$9,100.00
Prof. Serv. Exec Officer/Admin.	\$40,100.00	\$40,080.00	\$20.00
Prof. Serv. Legal Counsel	\$2,000.00	\$1,802.50	\$197.50
Advertising/Publications	\$400.00	\$475.58	(\$75.58)
Conferences (CALAFCO)	\$0.00	\$0.00	\$0.00
Interfund-Cost Plan	\$1,692.00	\$1,700.00	\$8.00
Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$240.00	\$0.00	\$240.00
TOTAL EXPENDITURES	\$90,417.00	\$80,928.66	\$9,488.34
FY 2021-22 REVENUES			
Project Revenue (App. Deposits)**	\$10,000.00	\$900.00	\$9,100.00
Interest	\$712.00	\$378.63	\$333.37
Del Norte County	\$39,852.50	\$39,852.50	\$0.00
City of Crescent City	\$39,852.50	\$39,852.50	\$0.00
TOTAL REVENUES*	\$90,417.00	\$80,983.63	\$9,433.37

* Does not include Fund #428 010 07100 balance

** Budgeted amount as placeholder for actual deposits received.

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AGENDA ITEM 3D

MEETING DATE: January 23, 2023
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2022-23 Mid Year Accounting

DISCUSSION

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

One application filed in the prior FY completed this FY, additional funds needed.

MSR/SOI Preparation costs are \$7,610 of the budgeted amount of \$32,000.00, as of December 31, 2023, leaving \$24,390 or 76% remaining while Professional Services including both Executive Office and Administrative services are \$20,060 leaving \$22,040 remaining.

Expected staffing and MSR/SOI Preparation expenditures over the remaining 2 quarters of the fiscal year expected to be within budgeted amounts.

Legal counsel expenses have been incurred this FY.

The public member has declined stipend.

Insurance Costs, incurred at start of FY, \$2,781.71 were slightly over budgeted amount.

CALAFCO Membership costs, also incurred at start of FY, \$1,447 were equal to the budgeted amount.

Overall, Del Norte LAFCo is currently under budget.

RECOMMENDATION

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

Review FY 2022-2023 Mid Year Budget accounting. This is an informational agenda item.

ATTACHMENT

FY 2022-2023 Mid Year Budget Revenues and Expenditure Report

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FY 2022-23 Mid Year Budget Revenues and Expenditure Report

FY 2022-23 EXPENDITURES	Adopted Budget	Quarters 1-2
Insurance	\$2,750.00	(\$2,781.71)
CALAFCO Membership	\$1,447.00	\$1,447.00
Printing	\$50.00	\$0.00
Postage	\$50.00	\$0.00
Professional Services:		
MSR/SOI Preparation	\$32,000.00	\$7,610.00
Application Processing	\$10,000.00	\$325.00
Prof. Serv. Exec Officer/Admin.	\$42,100.00	\$20,060.00
Prof. Serv. Legal Counsel	\$3,000.00	\$1,487.50
Advertising/Publications	\$400.00	\$85.10
Conferences (CALAFCO)	\$0.00	\$0.00
Interfund-Cost Plan	\$1,700.00	\$1,070.00
Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$240.00	\$0.00
TOTAL EXPENDITURES	\$95,937.00	\$34,866.31
FY 2022-23 REVENUES		
Project Revenue (App. Deposits)	\$10,000.00	\$0.00
Interest	\$500.00	\$132.13
Del Norte County	\$39,852.50	\$39,852.50
City of Crescent City	\$39,852.50	\$39,852.50
TOTAL REVENUES*	\$90,205.00	\$79,837.13

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**Municipal Service Review (MSR) & Sphere of Influence (SOI) Updates
 Compliance Work Program – Updated January, 2023**

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 Wier; City Manager; (707) 464-7483, ewier@crecentcity.org	2024
COMMUNITY SERVICE DISTRICTS			
Bertsch-Ocean View	MSR & SOI Approved April 2020	844 Keller Ave, 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	2023
Church Tree	MSR & SOI Approved September 2018	251 Church Tree Rd, Crescent. 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 Laslovich at gcsd1@outlook.com Malia Turner turnermalia7@gmail.com (707) 457-3124	2023
Hunter Valley	MSR & SOI Approved 2022 Part of South County	25 Del Ponte Drive, Klamath CA, 95548; Paul Crandall; plcrandall@hughes.net (707) 482-0369	2027
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 2022 Part of South County	P.O. Box 430, Klamath, CA 95548; Margaret Caldwell Manager klamathcsd@gmail.com (707) 482-0245 or 482-1375	2027
Redwood Park	MSR & SOI Approved 2022 Part of South County	P.O. Box 650, Klamath, CA 95548; Robert Nulph, Chairperson rnulph@delnorte.k12.ca.us ; (707) 482-9295	2027
Smith River	MSR & SOI Approved September 2018	241 W. 1 st St, Smith River, CA 95567; Jeff Beard 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 City Fire & Rescue	MSR & SOI Approved 2022 Countywide Fire MSR	255 W. Washington Blvd, Crescent City 95531; Kevin Carey Fire Chief; (707) 464 2421; kcarev@ CrescentCity.org	2027
Fort Dick FPD	MSR & SOI Approved 2022 Countywide Fire MSR	P.O. Box 369, Fort Dick, CA 95538; Randy Crawford fortdickfire@aol.com (707) 487-8185; DFD81@aol.com	2027
Gasquet FPD	MSR & SOI Approved 2022 Countywide Fire MSR	P.O. Box 85, Gasquet, CA 95543; Nick Karanopoulos, (707) 457-3332; gasquetvfd@charter.net	2027
Klamath FPD	MSR & SOI Approved 2022 Countywide Fire MSR	P.O. Box 369, Klamath, CA 95548; Lonnie Levi Fire Chief 482-3311 lilevi@hotmail.com	2027
Smith River FPD	MSR & SOI Approved 2022 Countywide Fire MSR	P.O. Box 187, Smith River, CA 95567; Fire Chief Ron Simpson; (707) 487-5621; srchief91@yahoo.com Geoff Antill smithriverfireprotectiondistrict@smithriverfire.com	2027
OTHER DISTRICTS			
County Service Area (CSA) No.1	MSR & SOI Approved April 26 2021	981 H Street, Suite 110, Crescent City, CA 95531; Heidi Kunstal, Community Development Director, hkunstal@co.del-norte.ca.us , (707) 464- 7254; Rosanna Bower, PE, Assistant County Engineer, rbower@co.del-norte.ca.us , (707) 464-7229	2026
Crescent City Harbor District	MSR & SOI Approved August 2021	101 Citizens Dock Road, Crescent City, CA 95531; (707) 464-6174; Tim Petrick, CEO Harbormaster, tpetrick@ccharbor.com	2026
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; Phyllis Goodell Library Manager (707) 464-9793 pgoodeill@delnortecountylibrary.org	2024
Del Norte Resource Conservation District	MSR & SOI Approved April 2021	241 1st Street, Unit B, Smith River, CA 95567; (707) 487-7630 Brian Ferguson, Board Chair; - delnorteRCD@yahoo.com	2026
Smith River Cemetery	MSR & SOI Approved June 2021	P.O. Box 762, Smith River, CA 95567; John Roberts Board Member at17722@hotmail.com (707) 487-6705	2026
Del Norte Fairgrounds Recreation and Park	District Formed/ MSR Approved June 2020	PO Box 402, Crescent City, CA 95531; (707) 464-9556, Kara Miller, Fair Board Chair, kara.miller1971@gmail.com Kim Floyd, Fair District General Manager/CEO kfloyd@dnfair.org	2025

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AGENDA ITEM 3F

MEETING DATE: January 23, 2023
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Calendar Year - 2023 -Regular Meeting Dates

DISCUSSION

The Commission generally meets on the fourth Monday of every other month, unless rescheduled due to holidays or other considerations. The Calendar Year 2023 meeting dates are listed below.

January 23, 2023

March 27, 2023- Draft Budget

May 22, 2023 - Final Budget

July 24, 2023 - first meeting of new fiscal year

September 25, 2023

November 27, 2023 - unless changed for preceding Thanksgiving Holiday