

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*

February 26, 2024, 4:00 pm

Members present: Darrin Short (County Member & Chair), Blake Inscore (City Member & Vice Chair), Dean Wilson (County Member), Lyle Armstrong (Public Member) and Donna DeWolf (Alternate Public Member)

Members absent: Jason Greenough (City Member),

Others present: George Williamson (Executive Officer). Jim Underwood Legal Counsel; Geoff Antill Smith River FPD

This was an in-person commission meeting.

1. **Call to Order/Roll Call/ Commission Introductions & Appointments**

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

- A. Pledge of Allegiance
- B. Election of Chairperson &

On a motion by Commissioner Armstrong, seconded by Commissioner Wilson and carried by a 4-0 vote the Commission elected Commissioner Inscore as Chairperson for 2024.

Vice-Chairperson for 2024

On a motion by Commissioner Short, seconded by Commissioner Armstrong and carried by a 4-0 vote the Commission elected Commissioner Wilson as Vice-Chairperson for 2024.

2. **Public Hearings**

- A. None

3. **Regular Business**

- A. Draft Minutes November 27, 2023

On a motion by Commissioner Armstrong, seconded by Commissioner Wilson and carried by a 4-0 vote the Commission approved the November 27, 2023, Meeting Minutes.

- B. Del Norte LAFCo Office Relocation, & Planwest Contract Amendment for Lease Space Charge

Staff noted that Planwest has provided a Del Norte LAFCo office location, at 1125 16th Street, Suite 202 Arcata CA (Stewart School Building), since 2008, at no charge to the Commission. The lease of that space has been ended by the new property owner and Planwest has leased new office space at the Plaza Center Building, 670 9th Street, Suite 5 in Arcata effective April 1, 2024. The Del Norte LAFCo Office will be relocated as part of that move.

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The new office lease rate is considerably more expensive than the prior location. In addition to a significantly increased lease rate, there are common area maintenance charges and higher utility costs. Starting April 1, a Del Norte LAFCo office space charge of \$ 350.00 per month was proposed, as part of monthly services by contract agreement. This would be by an amended agreement between Planwest and Del Norte LAFCo. The increased costs would be drawn from unrestricted contingency funds and also included in future FY budgets.

On a motion by Commissioner Short, seconded by Commissioner Wilson and carried by a 4-0 vote the Commission approved the Planwest Contract Amendment for adding \$350.00 in monthly office lease costs effective April 1, 2024, through the end of FY 2023-24.

C. Klamath CSD Annexation – Certificate of Filing

The Property Tax Revenue Sharing Agreement between the Klamath CSD and County of Del Norte was executed by Board of Supervisors Resolution 2024-007, per [Revenue and Tax Code §§ 99 and 99.01]. The Klamath CSD submitted a letter to the County accepting allocations. Del Norte LAFCo then issued a Notice of Filing to affected agencies and organizations, including the Yurok Tribe, for a public hearing, in accordance with Government Code § 56658(b)(1).

The application is being scheduled for a public hearing, by the Commission at the Del Norte County Flynn Center, BOS Chambers 981 H Street, Crescent City, California. This is an informational item with no Commission action.

D. Klamath FPD Fire Services Plan – Update

Staff has attended (FPD) Board meetings to hear District efforts to building up District capacity, work on Fire Services Planning and look for increased revenues. To assist with this, staff proposed Del Norte LAFCo contribute \$3,750.00, contingent on Klamath FPD contributing \$7,500.00, towards Klamath Fire Services Planning, it was also proposed that additional fire services planning contributions/ grant funds be requested, as funds allow.

The Commissioner expressed concerns about allocating funds to the FPD, noting that they need to engage the community and build support for capacity building first. The Commission would need to see a meaningful community engagement program, prior to considering any additional funding requests. Community fire risks were discussed, as well as coordination with the Yurok Tribe. The Commission declined the proposed contribution of funds for the district at this time and encouraged the FPD Board to continue capacity building and revenue increases with community support.

E. FY 2023-24 Mid-Year Budget Summary & Amendment Resolution

The following amendments to the budget were proposed to cover cost increases for: Insurance; CALAFCO Membership; Professional Services (Executive Officer/Admin); and Travel/Training (CALAFCO Conference).

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These expenditures can be covered with a portion of the contingency fund balance, which would be reduced if the proposed budget amendment is approved by Resolution 24-02. Professional Services (MSR/SOI Preparation): would decrease.

On a motion by Commissioner Wilson, seconded by Commissioner Short and carried by a 4-0 vote the Commission approved the FY 2023-24 Budget Amendment #2 by Resolution 2024-02

F. Smith River FPD Annexation – Amended Application Filing by Board Resolution

There was a delay in the Property Tax Revenue Sharing Agreement between the County and District, exceeding statutory timelines. A property tax revenue sharing agreement statutory clock ‘restart’ was proposed. Del Norte LAFCo would accept an amended annexation application filing by the Smith River FPD. Del Norte LAFCo would then issue an updated Notice of Filing. From there, the R&TC Section 99(b)(3) negotiation timeline would be reset, beginning with County Auditor notification to taxing entities. The Smith River District Board of Directors has advised LAFCo they will amend the original application to annex territory, by Resolution, with an amended application to follow. This is an informational item with no Commission action at this time.

G. HRC CSD MSR & Pre-annexation Agreement

Staff provided an update on a State Waterboard funded preliminary engineering study for water system upgrades. This is an informational item with no Commission action.

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.

The 2024 Meeting Dates were presented. Proposed CALAFCO Indemnification Legislation was presented and discussed. Letters of support will be needed as legislation progresses.

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

Meeting adjourned at 4:56 PM. Next Meeting scheduled for April 22, 2024, unless alternate date scheduled.