

MEETING AGENDA



Del Norte Local Agency Formation Commission
JULY 28, 2025, REGULAR MEETING - 4:00 PM
Del Norte County Board of Supervisors Chambers
Flynn Center - 981 H St. Crescent City, CA 95531

1. Call to Order/Roll Call

- A. Roll Call, Pledge of Allegiance
- B. Introduction of County Counsel Jaqueline Roberts as LAFCo legal counsel

2. Public Comment

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. Consent Calendar

- A. Draft June 2, 2025 Minutes (ATTACHMENT 3A)

4. Public Hearings

- A. Continued Hearing: Del Norte County Fairgrounds Recreation and Park District Resolution No.25-02 amending Resolution No. 14-12 to remove reserve restriction Condition #3 and MSR/SOI Update Resolution No.25-04 (ATTACHMENT 4A)

5. Regular Business

- A. MSR Updates: Big Rock CSD MSR/SOI Update & Del Norte County Library District MSR/SOI Update (ATTACHMENT 5A)
- B. Compliance Work Plan for FY 2025-26 (ATTACHMENT 5B)
- C. Current & Pending Applications (ATTACHMENT 5C)
- D. Form 700 & Commissioner Ethics Training (ATTACHMENT 5D)

6. Inquiries, Correspondence, Application Status, and Referrals

- A. Staff - The Executive Officer will provide a report of current issues of interest and pending legislation.
 - Legislative & CALAFCO Update
- B. Commission - On their own initiative, members may make brief announcements or reports on their activities. They may ask questions for clarification, make a staff referral, or request a future agenda matter per GC § 54954.2 (a).

7. Set Next Meeting and Adjournment

Consider alternate special September meeting dates (9/15 or 9/29) to regular 9/22 regular meeting to accommodate travel schedules, set next Meeting date.

DRAFT MEETING MINUTES



Del Norte Local Agency Formation Commission

JUNE 2, 2025 SPECIAL MEETING - 4:00 PM

Del Norte County Board of Supervisors Chambers

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

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

Members absent: Isaiah Wright (City Member) **Alternates:** Valerie Starkey (Alternate County Member), J Tinkler (Alternate City Member)

Others present: George Williamson (Executive Officer), Amber Chung (Administrator), Geoff Antill (Smith River FPD), John Rogers (Smith River Cemetery District), Patti Vernelson (DNCFRPD Administrator), Phoebe Lenhart (Community Member), Alicia Williams (Community Member)

1. Call to Order/Roll Call

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

A. Commission Chair Armstrong led the Pledge of Allegiance

2. Consent Calendar

A. Draft March 24, 2025 Minutes

On a motion by Commissioner Short, seconded by Commissioner Wilson and carried by a 4 - 0 vote, the Commission approved the Consent Calendar

3. Public Hearings

A. Del Norte County Fairgrounds Recreation and Park District. Commission approval of Resolution No.25-02 amending Resolution No. 14-12 to remove Condition #3 for reserve restriction and MSR/SOI Update, Resolution No.25-04.

Resolution No.25-02 Presentation/Testimony

Staff presented the proposed Resolution amendment, noting that a five-year Capital Improvement Plan (CIP) had been prepared (2x2 District and Fair Board Committee), to show expenditure of released funds.

Commission Comments and Discussion

Commissioner Greenough inquired as to whether the District would run out of funds. Commissioner Short wanted to know why District Board Members were not present, wants to hear from them how releasing funds will keep Fair going, questioned spending \$1.5 M for Parking Lot. Overlay.

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Commissioner Greenough wanted to see more of a long-range funding plan to keep the Fair going and suggested continuing the hearing to hear more from District Board.

Commissioner Wilson agreed with Commissioner Greenough and expressed interest in hearing the long-term (post five-year) Plan. Expressed concern that some expenditures may not be in the best interest of District longevity. Noted that there was some confusion between the Park and Recreation District Board and the DAA 41st Fair Board. Inquired as to whether the funds (sales tax revenues) must be used for maintenance. Noted that the funds were to keep the Fair going and there should be operating costs included, in addition to maintenance, to show how this would happen long term.

Public Testimony

District Administrator Patti Vernelson commented that the five-year CIP (template) was presented by LAFCo staff. She wanted to know if the District was bound by this. Questioned why the District had to do this. She also noted that the District is seeking a grant writer to assist with funding. She explained that it would be helpful to hear what information LAFCo wants from District Board so she can get Commissioners the information they desire. Alicia Williams commented.

On a motion by Commissioner Greenough, seconded by Commissioner Short and carried by a 4 - 0 vote, the Commission continued consideration of Resolution No.25-02 amending Resolution No. 14-12 to the July 28, 2025, Commission Meeting.

Hearing 3A Part 2: Del Norte County Fairgrounds Recreation and Park District.
Commission approval of the MSR/SOI Update

Presentation/Testimony

Commission Comments and Discussion

Commissioner Armstrong inquired as to whether the five-year CIP is part of the MSR, staff responded that it was.

Public Testimony

Alicia Williams inquired about posting of agendas and meeting materials. Commission responded with website location and posting timing. John Roberts inquired as to whether the five-year CIP was 'written in stone'? If something happened, could it be shortened to five years? Also supported the idea of having District Board members attend the next meeting to provide more information to the Commission.

On a motion by Commissioner Short, seconded by Commissioner Wilson and carried by a 4 - 0 vote, the Commission continued consideration of the MSR/SOI Update, by Resolution No.25-04, to the July 28, 2025, Commission Meeting

Del Norte Local Agency Formation Commission

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B. Final FY 2025-26 - Budget with Fund Balance Determination

Presentation/Testimony

Staff presented the Final FY 2025-26 – Budget and noted that reduced professional services has allowed for the member contributions to remain relatively similar to that of previous years.

Commission Comments and Discussion

None.

Public Testimony

None.

On a motion by Commissioner Short, seconded by Commissioner Greenough and carried by a 4 - 0 vote, the Commission determined that the Fund Balance stay at the current amount and approved the FY 2025-26 Budget by Resolution No.25-01.

C. Proposed FY 2024-25 Budget Amendment

Presentation/Testimony

Staff presented the Amended FY 2024-25 – Budget and noted the overall budget amounts remained the same, with transfers from selected staffing amounts.

Commission Comments and Discussion

None.

Public Testimony

Alicia Williams commented and asked clarifying questions.

On a motion by Commissioner Short, seconded by Commissioner Greenough and carried by a 4 - 0 vote, the Commission approved the Budget Amendment by Resolution No.25-03.

4. Regular Business

A. Planwest Partners Contract Renewal

Staff presented the contract for renewal and public comment was received.

On a motion by Commissioner Greenough, seconded by Commissioner Short and carried by a 4 - 0 vote, the Commission approved the Planwest Partners staffing services contract renewal.

B. Legal Counsel Services Agreement

Staff presented the legal counsel services agreement for Commission action. Commissioners discussed if County Counsel would be able to render services to

Del Norte Local Agency Formation Commission

June 2, 2025, 4:00 pm MEETING

LAFCo with its current workload; County Commissioners indicated that County Counsel would be able to handle the additional workload. No public comment was received.

On a motion by Commissioner Wilson, seconded by Commissioner Short and carried by a 4 - 0 vote, the Commission approved the Legal Counsel Services Agreement with County Counsel.

C. Current & Pending Applications

Informational – no Commission action

D. Fees and Charges for 2025

Staff introduced the item. No public comment was received.

On a motion by Commissioner Greenough, seconded by Commissioner Short and carried by a 4- 0 vote, the Commission approved the 2025 Fees and Charges.

5. Inquiries, Correspondence, Application Status and Referrals

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

- Services Updates

Updated Commission on pending MSR/SOI Updates.

- Legislative & CALAFCO Update

Read CALAFCO Transition Team correspondence noting the organizational changes in the works.

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).

Commissioner Wilson noted his concerns about the Harbor District and its viability moving forward. He asked Executive Officer Williamson to reach out to District staff.

Commissioner Armstrong mentioned that he tried to attend the recent Klamath CSD Board meeting but they did not have quorum and could not conduct business. He indicated that the District was able to schedule another meeting in time to approve their final budget before the deadline.

Del Norte Local Agency Formation Commission

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- 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.

A letter was provided to Commissioners regarding concerns about the Del Norte County Library including staffing shortcomings and issues with leadership. Other public comment included a request to move the public comment period earlier in future Commission agendas, a letter regarding the South Beach Climate Resiliency Program, and concerns regarding the Del Norte County Library District and its leadership.

6. Adjournment

Next Meeting: July 28, 2025

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AGENDA ITEM 4A

MEETING DATE: July 28, 2025
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Continued Public Hearing: Resolution 25-02 Amending Del Norte
LAFTCo County Fairgrounds Recreation and Parks District Formation
Resolution 14-12, Removing Condition # 3: Reserve Restriction and
Resolution 25-04 for the 2025 MSR /SOI Update

BACKGROUND

The Del Norte County Fairgrounds Recreation and Park District (District) is a county-wide, independent special district, formed to administer sales tax revenues for the benefit of the State of California owned Del Norte County Fairgrounds (governed by the 41st District Agricultural Association).

Del Norte LAFTCo has prepared a 2025 Municipal Services Reviews (MSR) Update for the District. The current District MSR, updated in 2020, included a determination (Determination # 4) that a Post Sales Tax Fairgrounds Use Funding Program would need to be prepared to support the proposed reserve release. The 2025 MSR considers whether that determination has been satisfied.

A public hearing was conducted June 22, 2025, to consider Resolution 25-02 Amending Del Norte LAFTCo County Fairgrounds Recreation and Parks District Formation Resolution 14-12, Removing Condition # 3: Reserve Restriction and Resolution 25-04 for the 2025 MSR /SOI Update. The Commission expressed concerns about funds expenditures and interest in discussing these with District Board representatives. The hearing was continued to July 28, 2025.

DISCUSSION

LAFTCo must consider longer term District viability. This could include other revenue sources and/or expanded services that can be offered by Recreation and Park Districts. District representatives have indicated they'll attend the continued hearing and discuss Commission concerns. They've also indicated they'll review the Five-Year CIP to reduce expenditures over that period, for a post CIP fund balance. The 41st DAA Fair Board Manager has also been requested to attend.

RECOMMENDATION

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

- Receive staff report and invite District and Fair Board representatives to speak;
- Open the continued public hearing and invite testimony; and
- Discuss item and consider removal of Formation Resolution 14-12, Condition #3, by Amended Resolution 25-02 and Resolution 25- 04 for 2025 MSR/SOI Update.

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ATTACHMENTS

Attachment 1: DNCF RPD 2025 MSR/SOI Update

Attachment 2: LAFCo Resolution 25-02

Attachment 3: LAFCo Resolution 25-04

Municipal Service Review & Sphere of Influence Update



Commission / District Board Review Draft
May 2025



DEL NORTE LOCAL AGENCY FORMATION COMMISSION

Commissioners

Lyle Armstrong	Chair & Public Member
Dean Wilson	Vice Chair& County Member
Isaiah Wright	City Member
Darren Short	County Member
Jason Greenough	City Member
Valerie Starkey	Alternate County Member
Candace Tinkler	Alternate City Member
Donna DeWolf	Alternate Public Member

Staff

George Williamson, AICP, Executive Officer
Amber Chung, Services Analyst/Administrator
Jim Underwood, Legal Counsel
Louis Choy, GIS & Spatial Data Analyst

Acknowledgements

LAFCo staff would like to thank the contributors to this Municipal Service Review. Input instrumental in completing this report was provided by the Del Norte County Fairgrounds Recreation and Park District Finance Committee members Donna Hopkins & Michelle Camarena. & District Administrator Patti Vernelson . This report would not have been possible without their assistance.

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1.0 INTRODUCTION

The Del Norte Local Agency Formation Commission (LAFCo) conducts municipal service reviews (hereafter referred to as “service reviews”) to assess existing and future public service conditions for cities and special districts within Del Norte County. This service review allows LAFCo, local agencies, and the public to better understand how public services are provided by the Del Norte County Fairgrounds Recreation and Park District. This chapter provides a background of the service review requirements and an overview of the process and methodology of the review.

1.1 Statutory Authority

The fundamental role of the Local Agency Formation Commission (LAFCo) is to implement the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) consistent with local conditions and circumstances. The major LAFCo goals, as established by the CKH Act are to:

- Encourage orderly growth and development;
- Discourage urban sprawl;
- Preserve open-space and prime agricultural lands by guiding minimizing resource loss;
- Exercise its authority to ensure that affected populations receive efficient services;
- Promote logical formation and boundary modifications that direct the burdens and benefits of additional growth to those local agencies that are best suited to provide services;
- Make studies and obtain and furnish information which will contribute to the logical and reasonable development of local agencies to provide for present and future needs;
- Establish priorities by assessing and balancing community service needs with financial resources available to secure and provide community services and to encourage government structures that reflect local circumstances, conditions and financial resources; and
- Determine whether new or existing agencies can feasibly provide needed services in a more efficient or accountable manner and, are where deemed necessary.

1.2 Municipal Service Review and Determinations

The CKH Act authorizes LAFCo to conduct comprehensive studies of the delivery of municipal services provided in the county or other area deemed appropriate by the Commission. The term “municipal services” refers to the full range of services that a public agency provides or is authorized to provide. The service review process provides LAFCo with a tool for studying existing and future public service conditions, evaluating organizational options for accommodating growth, and examining whether critical services are provided in an efficient and cost-effective manner. This includes making determinations on the adequacy, efficiency, and effectiveness of these services in relationship to local conditions and circumstances.

The service review process does not require LAFCo to initiate changes of organization based on service review findings; it only requires that LAFCo make determinations regarding the provision of public services in accordance with Government Code Section 56430. However, the service review helps to inform the sphere of influence development process with regard to identifying an appropriate and probable service area for the District. The CKH Act requires that LAFCo review municipal services before or in conjunction with updating spheres of influence and prepare a written statement of determinations with respect to seven factors:

Municipal Service Review Determinations

1. Growth and population projections for the affected area
2. The location and characteristics of any disadvantaged unincorporated communities¹ within or contiguous to the sphere
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies
4. Financial ability of agencies to provide services
5. Status of, and opportunities for, shared facilities
6. Accountability for community service needs, including governmental structure and operational efficiencies
7. Any other matter related to effective or efficient service delivery, as required by commission policy

1.3 Sphere of Influence Determinations

An SOI is a LAFCo-approved plan that designates an agency's probable physical boundary and service area. Spheres are planning tools used to provide guidance for individual boundary change proposals and are intended to encourage efficient provision of organized community services, discourage urban sprawl and premature conversion of agricultural and open space lands, and prevent overlapping jurisdictions and duplication of services.

LAFCo is required to establish SOIs for all local agencies and enact policies to promote the logical and orderly development of areas within the SOIs. Furthermore, LAFCo must update those SOIs every five years. For a SOI update, LAFCo is required to conduct an MSR and adopt related determinations. It must also make the following SOI determinations:

Sphere of Influence Determinations

1. Present and planned land uses in the area, including agricultural and open space
2. Present and probable need for public facilities and services in the area
3. Present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide
4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency
5. If the city or district provides water, sewer, or fire, the present and probable need for those services of any disadvantaged unincorporated communities within the existing sphere

¹ "Disadvantaged unincorporated community" means an inhabited community (12 or more registered voters) with an annual median household income that is less than 80 percent of the statewide annual median household income.

1.4 Review Methods

The following information was considered in the service review:

- Agency-specific data: responses to LAFCo Information requests, personal communications with District Finance Committee and Administrator.
- Five Year Capital Improvement Plan (CIP) prepared jointly by District and 41st DAA Fair Boards;
- Budget Information provided by County Auditor's Office;
- Updated facility improvement descriptions provided by the District;
- Population projections: Department of Finance.

Information gathered was analyzed and applied to make the required determinations for the District. All information gathered for this report is filed by LAFCo for future reference.

1.5 California Environmental Quality Act

The California Environmental Quality Act (CEQA) is contained in Public Resources Code § 21000 et seq. Public agencies are required to evaluate the potential environmental effects of their actions. MSRs are statutorily exempt from CEQA pursuant to § 15262 (feasibility or planning studies) and categorically exempt pursuant to CEQA Guidelines § 15306 (information collection). CEQA requirements are applicable to SOI Updates. The CEQA lead agency for SOI Updates is most often LAFCo, unless an agency has initiated an SOI expansion or update.

2.0 AGENCY PROFILE

The Del Norte County Fairgrounds Recreation and Park District (District) is a county-wide, independent special district. The District boundary is coterminous with the County boundary (**Figure 1**). The purpose of the District is to provide revenue to maintain and operate the Del Norte County Fairgrounds facilities and programs.

The District is governed by a five-member Board of Directors who are elected to serve four year terms. Pursuant to the Public Resources Code, recreation and park districts are authorized to: (a) organize, promote, conduct, and advertise programs of community recreation, including, but not limited to, parks and open space, parking, transportation, and other related services that improve the community's quality of life; (b) establish systems of recreation and recreation facilities, including, but not limited to, parks and open space; and (c) acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, both inside and beyond the district's boundaries. The District accomplishes these purposes by contracting with the 41st District Agricultural Association to provide and maintain facilities and programs at the Del Norte County Fairgrounds.

The Fairgrounds are located at 421 Highway 101 in Crescent City, CA. The Fairgrounds site includes numerous structures, a large parking lot, rodeo arena, horse barns/arena, open space areas, and natural resource areas. In addition to the annual fair, the site facilities are used year-round by various organizations.

Table 1: Del Norte County Fairgrounds Recreation and Parks District Overview

Formation	
Agency Name	Del Norte County Fairgrounds Recreation and Park District
Formation Date	November 2014
Principal Act	Public Resources Code (PRC) Section 5780 et seq
Areas Served	County-wide
Contact	
Main Contact	Patti Vernelson, Part-time Administrator
E-mail	Patricia Vernelson plvernelson@gmail.com
District Office	421 Highway 101, Crescent City, CA 95531
Mailing Address	PO Box 402, Crescent City, CA 95531
Website	https://dncfrpd.org/
Governance	
Governing Body	Board of Directors
Board Meetings	2 nd Tuesday of the month
Staffing	Part-time Administrator

The State of California owns the Fairgrounds site and facilities, which are governed by the 41st District Agricultural Association (41st DAA) Board of Directors who are appointees of the Governor

of the State of California. The Del Norte County Fairgrounds Recreation and Park District contracts with the Del Norte County Fair 41st District Agricultural Association to continue operating the Fairgrounds facilities and services. The Fairgrounds ownership and current Fair Board have not changed as a result of District formation. The District is a conduit for funding the programs and facilities of the 41st District Agricultural Association.

2.1 District Formation

The Del Norte County Fairgrounds Recreation and Park District was formed pursuant to Public Resources Code (PRC) Section 5780 et seq in November 2014. The purpose of the district is to provide funding to maintain and operate the Del Norte County Fairgrounds programs and facilities.

Background

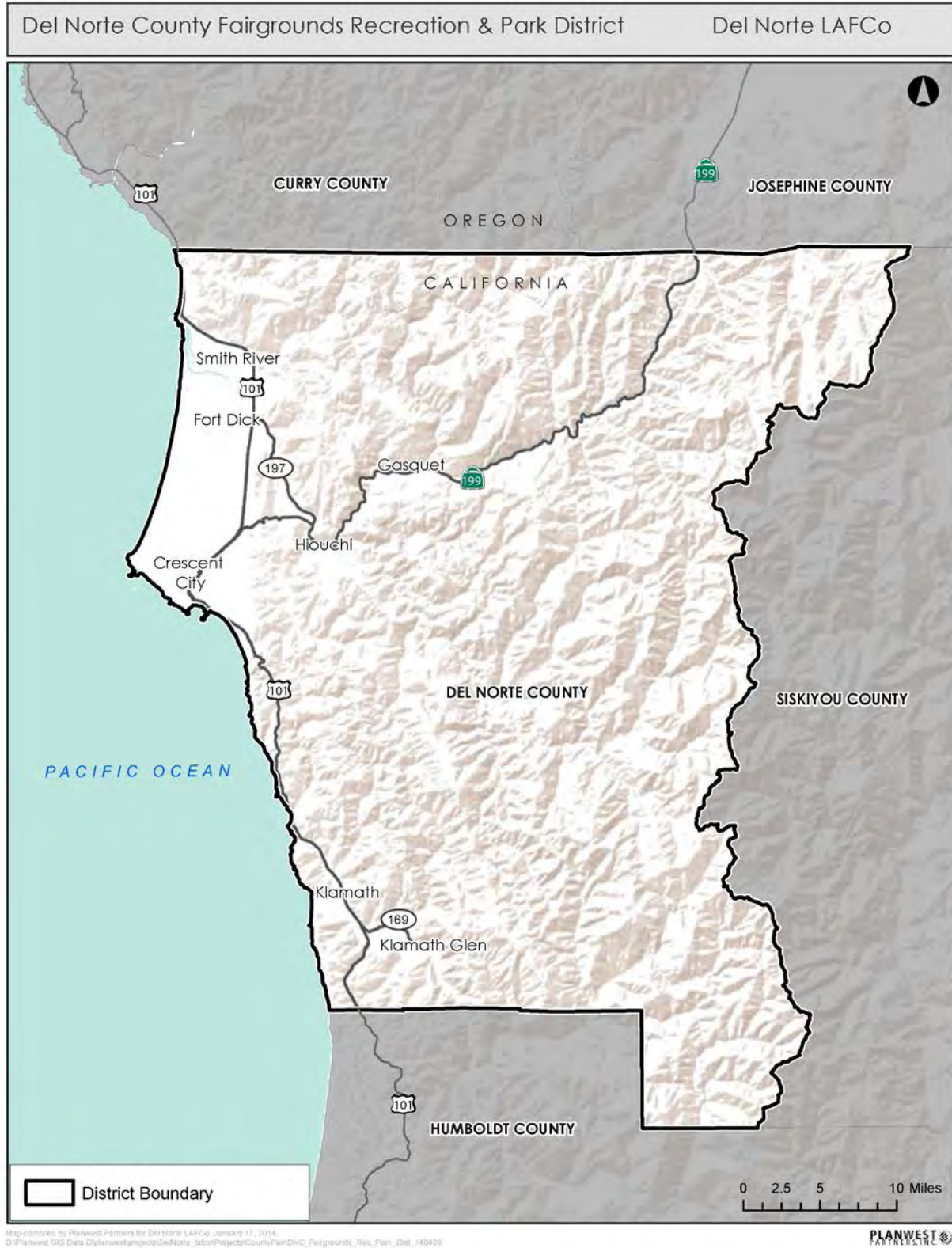
In 2011, the state eliminated about \$200,000 in funding to the 41st DAA which jeopardized the continued operation of the Fairgrounds and the County Fair. Facing a potential closure of the Fairgrounds and loss of the County Fair, various funding avenues were explored and the Board of Supervisors reached a decision to pursue creation of the Del Norte County Fairgrounds, Recreation and Parks District. District formation was contingent on voter approval of a 0.25% special sales tax (Measure F). In November 2014 Measure F was passed by the required two-thirds majority approving a 0.25% sales tax to remain in effect for seven years. The sales tax collection started on April 1, 2015. Thirty percent of the sales tax is set aside in reserve by the County to keep the Fair in operation beyond the seven years when the tax expires.

The District and the 41st DAA sought a Lease Agreement with the State of California to transfer possession, control, and management of the fairgrounds to the District. While the approval of the lease agreement was pending, the District and the 41st DAA entered a Memorandum of Understanding (MOU) for the purpose of ensuring that the fairgrounds continue as a viable resource for community events, recreational opportunities, and hosting of the annual County Fair. In 2016, the organizations learned the governor of California had declined to sign the lease agreement. As such, the MOU continued to function and allowed for the transfer of a portion of the sales tax revenue from the District to the 41st State Board in order to fund the continued operation of the fairgrounds.

District Boundary

The District's boundary and sphere of influence are coterminous with the Del Norte County boundary as shown on **Figure 1**.

Figure 1: District Boundary



2.2 Governance Structure and Administration

The District is governed by a five-member Board of Directors elected by District residents. Current Board Members are listed in **Table 2**. In addition, the Board has several committees, including the Finance Committee which prepares and presents budgets, and a part-time administrator. The District Board must meet regularly, monthly, in compliance with Brown Act requirements. Meetings are noticed, records are posted on the District website, and Board procedures have been developed.

Table 2: Del Norte County Fairgrounds Recreation and Parks District Board of Directors

Board Member	Title	Term Expiration
Doug Wakefield	President	2026
Donna Hopkins	Director	2028
Sabina Renner	Secretary	2026
Cory Countess	Director	2026
Michelle Camarena	Director	2028

The District Board provides oversight of how District revenue is used for continuing the programs and operations of the Del Norte County Fairgrounds facilities for community recreation opportunities. The District and the 41st DAA signed a Memorandum of Understanding (MOU) detailing the agreement between the two parties. The MOU purpose is to enable the District to provide funds to the 41st DAA to continue its rendering of services that constitute the provision of facilities and opportunities for community recreation.

If the District provides financial assistance, the 41st DAA must expend the funds in accordance with the conditions set forth by the District. The 41st DAA maintains sole possession and control of the Fairground premises and is responsible for the management, operation, events and activities that take place there. The MOU is in the process of being updated to more accurately reflect the relationship between the District and the 41st DAA.

2.3 Growth and Population

Del Norte County is the northernmost county on the California Coast. The County, which covers approximately 1,070 square miles, is bounded on the north by Curry County Oregon, on the east by Siskiyou County, on the south by Humboldt County and on the west by the Pacific Ocean. The District covers the entire unincorporated area of Del Norte County and the City of Crescent City. This includes the unincorporated communities of Bertsch-Oceanview, Fort Dick, Gasquet, Hiouchi, Klamath, Klamath Glen, Patrick Creek, and Smith River.

According to the U.S. Census, the total population in Del Norte County was 27,743 in 2020 and is estimated by the California Department of Finance (DOF) projections to be 26,074 in 2030, which is a population decrease. California DOF projections estimated the County population in 2020 to be 27,648, which is smaller than those projected by the US Census. DOF projections are reflected below for 2020 and 2030 (**Table 3**). It should be noted that the County population has historically fluctuated and future population increases are also likely.

Table 3: Current and Projected Population in Del Norte County

Year	Total County Population
2020	27,648
2030	26,074

Sources: U.S. Census 2020; Total Population Projections for California and Counties, Department of Finance, 2023
(<http://www.dof.ca.gov/Forecasting/Demographics/Projections/>)

Existing and Planned Land Uses

The District covers the entire unincorporated area of Del Norte County and the incorporated area of City of Crescent City. Land uses within the District boundaries are subject to the Del Norte County and Crescent City General Plans. The majority of Del Norte County is made up of public lands including Redwood State and National Parks and the Smith River National Recreation Area. Del Norte County is comprised of approximately 683,500 acres, of which approximately 192,357 acres (28 percent) are privately owned and 489,697 acres (72 percent) are publicly owned.

2.4 Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community (DUC) is defined as any area with 12 or more registered voters where the annual median household income is less than 80% of the statewide annual median household income (pursuant to Government Code Section 56033.5 and Water Code Section 79505.5). Within a DUC, three basic services are evaluated: water, sewage, and fire protection. The District provides park and recreation services; while water, sewer, and fire protection services are provided by others.

According to the 2023 American Community Survey 5-Year Estimates, the California median household income (MHI) was \$96,334. Del Norte County had an estimated MHI of \$66,780 which is 69% of the state average MHI, thereby qualifying the area as disadvantaged.

3.0 SERVICES PROVIDED

3.1 Recreation and Park Services Overview

The Del Norte County Fairgrounds Recreation and Park District does not directly provide services directly and has an agreement with the Del Norte County Fair 41st District Agricultural Association to continue operating the Fairgrounds facilities and services. The powers and duties of recreation and park districts are defined in Public Resources Code Section 5786-5786.31. The main function of the District – to contract for services – is defined in PRC Section 5786.13 below.

Section 5786.13.

A district may contract with other public agencies to provide recreation facilities and programs of community recreation within the district's boundaries.

Other powers a recreation and park district may take on (with subsequent LAFCo powers activation approval) include, but are not limited to:

Section 5786. A district may:

- (a) Organize, promote, conduct, and advertise programs of community recreation, including, but not limited to, parks and open space, parking, transportation, and other related services that improve the community's quality of life.
- (b) Establish systems of recreation and recreation facilities, including, but not limited to, parks and open space.
- (c) Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, both inside and beyond the district's boundaries.

Section 5786.11.

- (a) A district may cooperate with any city, county, special district, school district, state agency, or federal agency to carry out the purposes and intent of this chapter. To that end, a district may enter into agreements with those other public agencies to do any and all things necessary or convenient in carrying out the purposes and intent of this chapter.
- (b) A district may jointly acquire, construct, improve, maintain, and operate recreation facilities and programs of community recreation with any other public agency. Nothing in this chapter shall be construed to prohibit any joint or cooperative action with other public agencies.

Del Norte County Fairgrounds Overview

The Del Norte County Fairgrounds encompass approximately 87.3 acres in the community of Crescent City, California, adjacent to U.S. Highway 101. The site includes a number of buildings, arenas and other structures principally intended to serve fairgrounds events as shown in **Figure 2**. The Fairgrounds accommodate a variety of non-Fair functions throughout the year, including special events.

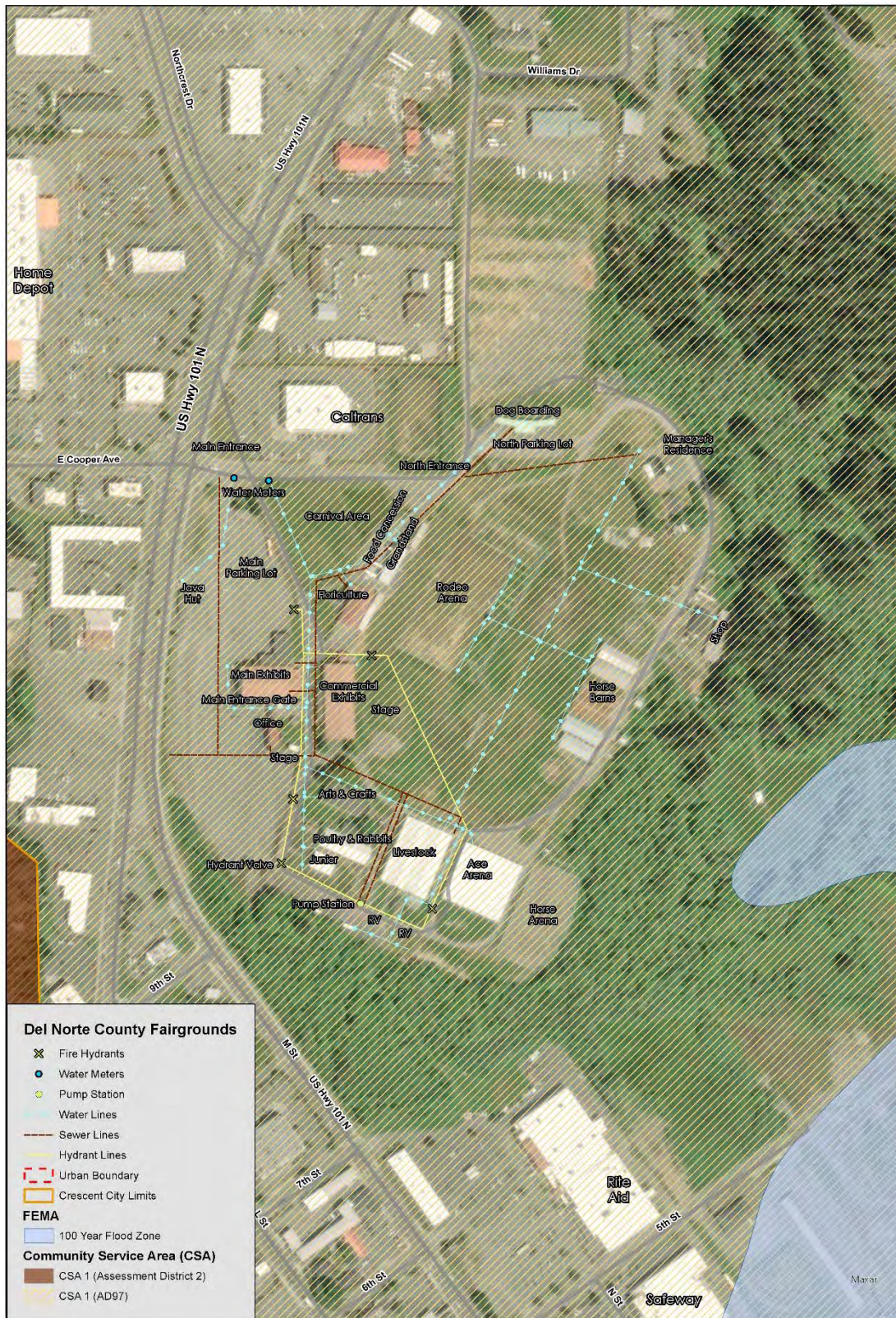
The Fairgrounds are located in the City Limits of the City of Crescent City. The city boundary is also shown in **Figure 2**. The Fairgrounds are adjacent to commercial uses bordering Highway 101.

The Fairgrounds are served by public facilities including water, sewer, and power as shown in **Figure 3**. Water and sewer lines are throughout the Fairgrounds, including covering the rodeo arena area. Fire hydrants and hydrant lines are largely concentrated in the southwest portion of the Fairgrounds.

Figure 2: Del Norte County Fairgrounds Facilities and Surrounding Area



Figure 3: Public Facilities Serving the Fairgrounds



Demand for Services

The Fairgrounds site is used for the annual County Fair, typically held over four days on the first weekend of August. In addition, the Fairgrounds accommodates a variety of non-fair functions throughout the year. According to the Strategic Plan, the annual attendance of Fairgrounds activities and events was approximately 150,000 in 2024.

The Fairgrounds facilities and buildings are used year-round by numerous organizations for small meetings and large annual events. Types of organizations/events that use the site on a regular basis include youth and adult sports leagues, political organizations, agricultural clubs, sales and auction events.

3.2 Planned Improvements and Investments

The District Board, in conjunction with the 41st DAA Fair Board, has prepared a Five Year Capital Improvement plan, as shown in **Figure 4**. This also included revenue projections accruing to the Fair and is part of a Post Sales Tax Fairgrounds Use Funding Program, prepared by the DNCFRPD & 41st DAA Board. The funding program is to upgrade the Del Norte County Fairgrounds Facility.

The following is an excerpt from a recent Board Report:

Funding Program Objectives and Implementation

According to the Board Report, The 41st District Agricultural Association and The Del Norte County Fairgrounds Recreation and Park District jointly evaluated the upcoming maintenance and operational priorities. The following is the agreed upon 5-year Capital improvement plan. A two District committee made recommendations based on need for Energy Efficiency, Safety, ADA Compliant Bathrooms and Facilities, Revenue generating projects and completion of Deferred Building Maintenance. These items are listed below, with the consideration of the possibilities of emergency repairs that could take precedence. The following are scheduled upgrades:

- Electronic Reader Board: New board to be installed for increased advertising revenue.
- Electrical Transformers: Upgrades
- RV Parking and Mini Storage - Convert two Horse barns for mini storage and indoor RV storage, with repurposing Ace Pavilion to accommodate off season RV and Boat storage.
- South RV Spaces - Upgrade by extending fence to property border, add picnic tables and install sewer. Generate guidelines for use. \$10,000
- Arts & Craft Building Upgrade: to make it a marketable venue for events including weddings, family reunions, fundraisers, funerals, birthday parties, and community events. Phase One: Replace 50 yr old heating unit, no longer functioning. Will be replaced with energy efficient unit, Upgrade Kitchen Appliances to either high end household or commercial appliances. The refrigerator will need visible thermometer monitoring for commercial. Redo flooring, Paint and freshen up bathrooms. Goal is completion for Phase One 2025/2026 Fiscal Year. Phase Two: Upgrade electrical, siding and bathrooms to ADA compliant standards and add ADA shower for emergency use.
- Grandstands: .ADA stairs and handrails for Safety and access

- Red Rover Roof replacement to maintain building use.
- Amphitheater Upgrade: Upgrade shell, provide seating for fair concerts and summer concerts/movies
- Main Hall Renovation: This is main fairgrounds building. Looking for possible grants. This building is an integral part of the emergency use plan for community emergencies.

District Board adopted Revenue Generating Objectives and implementation

Currently Funds are being invested with the County of Del Norte Treasurer. We are gaining approximately 4% on the investment of the total funds which generates approximately per year. The 41st District and the DNCFRPD met for a strategic planning session for ways to generate revenue. As the funds available are used there will be a great reduction in our interest income. It is imperative that all possible revenue generating options be considered including:

- Implement Friends of Del Norte Fairgrounds program.
- Advertising revenues from new Electronic Sign
- Market building rentals for community use and events
- Indoor RV Storage in the Ace Pavillion
- Consider another 'Measure F' in the future
- Reduce expenses with energy efficient projects
- Keep funds in current county investment program to generate interest i
- Research & Apply for Grants that can fund the infrastructure to make the fairgrounds adequate for an emergency shelter.

Improvements for Community Service Center and Emergency Shelter

The Del Norte County Fairgrounds is a designated emergency location during natural disasters. There is a need for on site kitchens to be upgraded to commercial standards. Bathrooms and shower upgrades also needed to accommodate handicap accessibility standards.

As the buildings are upgraded and offer functional kitchens and bathrooms they can be marketed as venues to accommodate events of all sizes. A marketing plan will be developed to promote the use of the fairgrounds as a desirable venue for events, offer meeting space for groups and be rented on a regular basis to generate revenue. The Fairgrounds is a ideal location for various fitness programs. There are rental spaces for a community member to offer yoga, aerobics or other group & youth fitness programs.

Figure 4: DNCFRPD 5 Year Capital Improvement Plan

5 YEAR CAPITAL IMPROVEMENT PLAN DEL NORTE COUNTY FAIRGROUNDS
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PROJECT	ESTIMATED ANNUAL REVENUE	ESTIMATED AMOUNT	2024/2025	2026	2027	2028	2029
Electronic Reader Board	\$ 35,000.00	\$ 105,000.00	\$ 105,000.00				
ADA Phase for Grandstands		\$ 75,000.00	\$ 75,000.00				
Red Rover Roof		\$ 40,000.00	\$ 40,000.00				
Floral Bldg ADA Bathroom		\$ 375,000.00	\$ 375,000.00				
Arts & Crafts Bldg	\$ 30,000.00	\$ 300,000.00			\$ 150,000.00	\$ 15,000.00	
Transformer Two		\$ 75,000.00		\$ 75,000.00			
Wattsmart Phase 1 - Indoor Lights	30,300 kWh	\$ 5,000.00	\$ 10,000.00				
Wattsmart Phase 2 - Ourdoor Lights	TBD	\$ 5,000.00	\$ 10,000.00				
Red Rover Convert to Storage	\$ 25,000.00	\$ 75,000.00					
Ampetheater Upgrade	\$ 10,000.00	\$ 50,000.00		\$ 50,000.00			
South RV Spaces	\$ 4,000.00	\$ 10,000.00		\$ 10,000.00			
Arts & Crafts Bldg Phase 2	\$ 30,000.00	\$ 350,000.00			\$ 350,000.00		
Parking Lot Overlay		\$ 1,500,000.00				\$ 750,000.00	\$ 750,000.00
Main Hall Renovation - 4 phases	\$ 25,000.00	\$ 1,450,000.00		\$ 200,000.00	\$ 250,000.00	\$ 500,000.00	\$ 500,000.00

The District still needs to continue pursuing long-term funding sources. The MOU between the District and the 41st DAA is intended to backfill operating losses, rather than fund specific projects. Funds provided by the District so far have covered operating shortfalls along with emergency and routine maintenance items. The 41st DAA Fair Board's Strategic Plan identifies minimum maintenance/ improvement projects to existing facilities needed to ensure that ongoing operations are safe and enjoyable. Fairground improvement projects would be funded by the 41st DAA.

3.3 Other Service Providers

Del Norte County includes parks, resource areas, beaches, and recreational facilities. Most of these areas are small, compared with Federal and State parks, but are strategically located to provide access and use of some of the county's most important recreational features. Del Norte County operates and maintains 24 parks and recreation facilities totaling approximately 160 acres.

The Crescent City area provides opportunities for hiking, bicycling, beach combing, commercial and recreational fishing, camping, surfing, boating, and many other activities. There are approximately 192 acres of parkland within City limits. Major recreational features located within the Crescent City area include Peterson Park, Brother Jonathan Park and Vista Point, Tetrapod Area, Beach Front Park, Cultural Center, public swimming pool, Marine Mammal Center, beach access, Harbor-City bicycle path, Citizens Dock and boat launching facilities, and the B Street Pier. There are also several camping and RV areas within the City including four privately managed and one public RV park.

In addition to County and City owned and maintained park and recreation areas, there are vast amounts of Federal and State park areas that provide recreation opportunities to residents and visitors to Del Norte County. The Smith River National Recreation Area and the National Park portion of Redwood National and State Parks make up the majority of the Federal recreations in the county. The Smith River NRA covers approximately 43 percent of Del Norte County and offers a broad range of recreation uses.

4.0 FINANCING

The District is financed primarily through a special sales tax (0.25%) applied countywide. This special sales tax was approved by Del Norte County voters in November 2014 and took effect April 1, 2015. The sales tax was a short term (7 years) revenue source ending in 2022. Additional long-term revenue sources need to be pursued. The District is eligible to apply for grants and to accept donations. Existing Fairgrounds facilities and equipment rentals and fair attendance revenues continue to be managed by the current 41st DAA Fair Board.

District administrative expenses include costs of liability insurance, part-time contract staff to coordinate and notice board meetings, prepare meeting agendas, and record minutes at District board meetings, and bookkeeping services.. A District budget overview is shown in **Table 4**. Over those three years, District contributions to Fair Operating expenses (94500) were \$ 887,000.

Table 4 Multi Year Budget

Del Norte Co. Fair Rec. & Park District Multi-Year Budgets				
Line	Reserves	FY 2022-23	FY 2023-24	FY 2024-25
	Current Reserve Funding - 30% of revenue	\$1,494,342.67	\$1,357,013.51	\$1,638,495.39
	Prior Year Reserves	\$1,625,589.85	\$1,629,495.39	\$1,578,744.59
	Total Designated Reserves	\$1,625,590.00	\$2,986,508.90	\$3,217,239.98
Line	Revenues	FY 2022-23	FY 2023-24	FY 2024-25
90010	Property Tax-Secured	\$0.00	\$0.00	\$0.00
90011	Property Tax-Supplemental	\$0.00	\$0.00	\$0.00
90020	Property Tax-Unsecured	\$0.00	\$0.00	\$0.00
90091	Yield Tax	\$0.00	\$0.00	\$0.00
90140	Special Assessment Fees	\$0.00	\$0.00	\$0.00
90300	Interest	\$77,934.00	\$116,576.00	\$105,768.00
	Total Revenue	\$77,934.00	\$116,576.00	\$105,768.00
Expenditures				
60000	Liability Insurance and WC	\$2,800.00	\$3,000.00	\$3,000.00
65000	Other Expenses Park & Rec (supplies, computer)	\$10,000.00	\$0.00	\$0.00
69000	Legal Expenses	\$10,000.00	\$1,500.00	\$0.00
69010	Professional Services, Admin	\$7,500.00	\$8,500.00	\$6,500.00
69020	Professional Services, Misc (LAFCo, Grants, Tech)	\$0.00	\$6,000.00	\$0.00
69030	Professional Services, Accounting (CSFA)	\$10,500.00	\$3,000.00	\$4,000.00
94500	Other Operating Expenditures (41st DAA)	\$224,000.00	\$300,000.00	\$363,000.00
	Total Expenditures	\$264,800.00	\$322,000.00	\$376,500.00
Cash				
	Beginning Cash	\$3,541,998.59	\$3,119,932.61	\$2,986,508.90
	Ending Cash	\$3,119,932.61	\$2,986,508.90	\$2,903,217.89
	Ending Liabilities & Fund Equity			2,986,508.90

The MOU between the District and 41st DAA outlines a process for requesting and using District funds; The request should specifically list events, available recreational programs and opportunities, and scheduled uses of facilities anticipated during the funding request period. Upon receipt of request, the District determines whether it will provide financial assistance, in what amount, and for what purposes the money may be spent by the 41st DAA. If the District provides financial assistance, the 41st DAA must expend the funds in accordance with the District conditions. The 41st DAA maintains sole possession and control of the Fairground premises and is responsible for the management, operation, events and activities that take place there. It is the District's responsibility to annually review the budget to efficiently allocate expenses and build a reserve fund. The reserve fund is established to make the District sustainable past the initial seven-year period after tax revenues were accruing. Thirty percent of annual revenue, placed in

the District's reserve fund as Condition 3 of the Del Norte LAFCo formation resolution, is now being considered for release.

The District's current and reserve fund balances are \$ 3,208,239. For Condition 3 removal, the District was requested to prepare a five-year Capital Improvement Plan (CIP) demonstrating how those funds would be administered to fund applicable County Fair facility improvements, retrofits and renovations. The Five Year CIP was prepared jointly by the District and 41st District Agricultural Association Boards.

In addition to projecting five year CIP expenditures, the District was requested to project annual revenues from those investments which, based on the 5 Year CIP, come from interest from funds on account and projected revenues due to improved facilities. While the interest is included, the estimated annual revenues would go to the Fair Association and are not included in the spreadsheet, which shows a deficit for FY 2028-29. District administrative costs from current budget, is also included as an annual expense.

The District's 5 Year CIP with revenues and expenses added by LAFCo staff, shows an FY 2028-29 shortfall of projected to be \$ 754,000. To balance the CIP, Parking Lot Overlay expenses that year would be reduced, the District must find new revenue sources, or, the Fair Association must allocate funds.

The District is committed to attaining grants to fund infrastructure upgrades. The Fairgrounds is the designated Emergency Shelter for the Del Norte County area, however adequate Main Building commercial kitchen and overall updates are needed so it can accommodate community needs in times of disaster and meet agency standards.

The current District Municipal Services Review (MSR) was approved in 2020. A 2025 Update has been prepared, in conjunction with this application. This will include a consideration as to whether the 5-year CIP supports a revised determination (Determination # 4) that it serves as a Post Sales Tax Fairgrounds Use Funding Program, to support the proposed reserve fund release.

LAFCo must consider longer term District viability. To demonstrate that viability, the District must identify other revenue sources and/or expanded services that can be offered by Recreation and Park Districts. It seems evident that the District would likely be out of funds by the end of FY 2028-29, even if the shortfall is remedied with one of the options described above. While there is a good basis for Amending Formation Resolution 14-12, by Resolution 25-12, to Remove Condition # 3: Reserve Restriction, it should be noted that the District may likely be unviable after the current CIP is completed without additional services and/or revenues.

California Recreation and Park District Law defines a range of services Recreation and Park Districts are authorized to offer. The District is strongly encouraged to consider expanded services, if they can be supported by increased revenues.

5.0 MSR DETERMINATIONS

56430(a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

1) Growth and population projections for the affected area.

The District covers the entire unincorporated area of Del Norte County and the City of Crescent City. According to the U.S. Census, the total population in Del Norte County was 27,743 in 2020 and projected by the California Department of Finance to be at 26,074 in 2030. This is an approximate projected rate of decline of 0.62%.

2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere.

According to the 2023 American Community Survey 5-Year Estimates, the California median household income (MHI) was \$96,334. Del Norte County had an estimated MHI of \$66,780 which is 69% of the state average MHI, thereby qualifying the area as disadvantaged.

3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere).

The present and planned Fairgrounds capacity accommodates the annual County Fair and other regular and special events throughout the year, with annual attendance of approximately 150,000. The 41st DAA's proposed maintenance/ improvement projects improve the Fairgrounds facilities and services capacity. The District supports park and recreation services; sewer, water, and structural fire protection services within the District are provided by other agencies.

4) Financing ability of agencies to provide services.

The District was financed primarily through a countywide applied special sales tax (0.25%). This special sales tax was approved by Del Norte County voters in the November 2014. The sales tax was a short-term revenue source (7 years) and additional long-term revenue sources needs to be pursued and implemented by the District for continued operations. A reserve fund was established to make it sustainable past the initial seven-year period when sales tax revenues were accruing.

Thirty percent of annual revenue was placed in the District's reserve fund, which as of the FY 2024-25 Budget was \$1,638,495.39. The current District budget also shows \$2,986,508.90 of unrestricted cash available.

The District should continue to work with the 41st DAA to implement specific processes to follow when providing financial assistance and update the joint 41st DAA and District MOU. The 5 Year CIP included in this MSR, the District's ongoing efforts to pursue other funding sources and commitment to improving Fairgrounds for emergency response and other revenue generation community events represents a post sales tax recreational use funding program.

5) Status of and, opportunities for, shared facilities.

The District does not directly provide services and has an agreement with the Del Norte County Fair 41st District Agricultural Association to continue operating the Fairgrounds facilities and services. The Fairgrounds facilities are unique, there are no other service providers that have these types of services or a similar type of property within District boundaries. The District shares space with the Fair Board and District meetings are generally held at the Fairgrounds offices.

6) Accountability for community service needs, including governmental structure and operational efficiencies.

The District is governed by a five-member Board of Directors elected by District residents. The District Board meets regularly in compliance with Brown Act requirements. Meetings are noticed and records are posted regularly on the District website including meeting agendas, minutes, budgets, and audits. The 41st DAA maintains sole possession and control of the Fairground premises and is responsible for the management, operation, events and activities that take place there.

The District Board provides oversight of how District revenue is used for continuing the programs and operations of the Del Norte County Fairgrounds facilities for community recreation opportunities. The District and the 41st DAA signed a MOU detailing the agreement between the two parties. The MOU terms and conditions should be implemented by both organizations.

7) Any other matter related to effective or efficient service delivery, as required by commission policy.

The District and the 41st DAA signed a MOU detailing the agreements between the two parties. The MOU is structured for effective and efficient service delivery. The District, as an independent special district, is authorized to receive sales tax revenues. The 41st DAA is staffed and equipped for service delivery and this capacity is enhanced by additional revenues.

6.0 SPHERE OF INFLUENCE DETERMINATIONS

The District's sphere of influence is coterminous with District Boundaries. According to §56425(e) In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following:

1) The present and planned land uses in the area, including agricultural and open-space lands.

The District covers the entire unincorporated area of Del Norte County and the City of Crescent City. Land uses within District boundaries are subject to the Del Norte County General Plan and Crescent City General Plan. The district largely contains resource and rural residential land. The majority of Del Norte County is made up of public lands including Redwood State and National Parks and the Smith River National Recreation Area. Little change in actual or designated land uses within the District is anticipated over the next 20 years. As the District sphere is coterminous with the District boundary and the Del Norte County boundary, there is no opportunity to expand the SOI and therefore no recommended changes.

2) The present and probable need for public facilities and services in the area.

The Fairgrounds site is used for the annual County Fair, typically held over four days on the first weekend of August. In addition, the Fairgrounds accommodates a variety of non-fair functions throughout the year. The Fairgrounds facilities and buildings are used year-round by numerous organizations for small meetings and large annual events. Types of organizations/events that use the site on a regular basis include youth and adult sports leagues, political organizations, agricultural clubs, sales and auction events.

3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The present capacity of the Fairgrounds is sufficient to accommodate the annual County Fair and other regular and special events throughout the year. On-going maintenance/ improvement projects will improve the Fairgrounds facilities and services. The funds provide to the 41st DAA by the District have covered operating shortfalls along with emergency and routine maintenance of fairground facilities. The sales tax is a short-term revenue source and additional long-term revenue sources are under consideration by the District.

4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

The District serves the entire unincorporated area of Del Norte County and the incorporated area of Crescent City; other communities include the unincorporated communities of Bertsch-Oceanview, Fort Dick, Gasquet, Hiouchi, Klamath, Patrick Creek, and Smith River.

5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

The District does not provide sewer, municipal and industrial water, or structural fire protection services. The District SOI has no ability to expand due to already covering the entire County and therefore it is not proposed to be updated. The Municipal Services Review determination made for disadvantaged unincorporated communities applies to this determination as well.

7.0 REFERENCES

CA Department of Finance, 2023. Total Population Projections for California and Counties, <http://www.dof.ca.gov/Forecasting/Demographics/Projections/>

U.S. Census QuickFacts. Del Norte County, CA. <https://www.census.gov/quickfacts/fact/table/delnortecountycalifornia/PST045218#PST045218>

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RESOLUTION 25-02

**AMENDING RESOLUTION 14-02: APPROVAL TO FORM THE
DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT
TO REMOVE THE RESERVE FUND CONDITION**

WHEREAS, a Resolution of Application (Resolution No. 2014-002) for the Del Norte County Fairgrounds Recreation and Park District formation, a Recreation and Park District as defined in the California Public Resources Code, Section 5780 et seq., has been filed with the Executive Officer of Del Norte LAFCo, by the Del Norte County Board of Supervisors, and said application complied with all the requirements of the law and the Commission; and

WHEREAS, as stated in Del Norte County Board of Supervisors Resolution No. 2014-002, the Del Norte County Fairgrounds Recreation and Park District would provide recreational services and opportunities for the citizens residing in the geographic region to be served and, will provide citizens the opportunity to determine and prioritize the specific recreational services they would prefer; and

WHEREAS, the territory proposed to be included in the Del Norte County Fairgrounds Recreation and Park District is coterminous with territory of the County of Del Norte; and

WHEREAS, the fundamental role of the Del Norte LAFCo is to implement the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code (GC) §56000 et seq.) consistent with local conditions and circumstances; and

WHEREAS, at the time and in the manner provided by law, the Executive Officer gave notice of the date, time, and place of a public hearing by the Commission upon said proposal; and

WHEREAS, an Initial Study has been prepared in compliance with the California Environmental Quality Act (CEQA) and based upon findings of the study a recommendation has been made that a Negative Declaration be adopted for the proposed district formation (Resolution 14-01); and

WHEREAS, the Executive Officer has reviewed the application and prepared a report including staff recommendations within the time required by law and has furnished copies of said report to the Commission and to all other persons required by law to receive it; and

WHEREAS, at a hearing on April 28, 2014 the Commission considered the proposal and the report of the Executive Officer; the factors determined to be relevant to this proposal, including, but not limited to, factors specified in GC Section 56668; and all other relevant evidence and information presented at said hearing, including the comments of all interested parties desiring to be heard; and

WHEREAS,_The District applied for removal of Condition 3, below, allocating at least 30% of annual sales tax revenue to a reserve account, until the end of sales tax collection.

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NOW, THEREFORE, the Del Norte Local Formation Commission determines the following:

- A. Resolution 25-02 amends Resolution 14-12, by deleting Condition #3 therein, and all other provisions of Resolution 14-12 remain in effect.
- B. The territory comprises all of Del Norte County and is found to be inhabited (having more than 12 registered voters) as defined by GC Section 56046.
- C. The District is called the Del Norte County Fairgrounds Recreation and Park District.
- D. Based on the evidence, analysis, and conclusions set forth in Resolution 14-02 and the Executive Officer's report, the Commission found that the reorganization serves to further the purposes of the Cortese-Knox Hertzberg Local Government Reorganization Act of 2000. This includes, but is not limited to, the following: efficiently providing government services and facilitating the orderly formation and development of local agencies based upon local conditions and circumstances. The proposal will not encourage urban sprawl and does not affect open-space and prime agricultural lands.
- E. The Commission determined, based upon the services currently provided to the affected territory, that there are no existing agencies that can feasibly provide the needed services in a more efficient and accountable manner than by formation of the Del Norte County Fairgrounds Recreation and Park District.
- F. The Commission considered the Municipal Service Review and Plan for Service for the proposed District.
- G. The Sphere of Influence is coterminous with the boundaries of the proposed District.
- H. The Commission adopted the determinations regarding consistency with LAFCo law and Commission Policies contained in the staff report for this proposal and incorporates them by reference herein.

NOW, THEREFORE BE IT RESOLVED, the Del Norte LAFCo orders the following:

- 1. The deletion of Condition # 3 from Resolution 14-12, to allow reserve funds to be used to fund the 5 Year Capital Improvement Project (CIP) included in the updated Municipal Services Review and Sphere of Influence.

CONDITIONS OF APPROVAL for formation and continued functioning of the Del Norte County Fairgrounds Recreation and Park District shall be as follows:

- 1. The formation of the Del Norte County Fairgrounds Recreation and Park District shall be contingent upon the approval of the special sales tax, not to exceed 0.25%, by two-thirds (2/3) of the votes cast by voters voting upon the measure within the proposed district boundaries.
- 2. The District shall be governed by a five-member Board of Directors elected at large by the voters of the District. The first Board shall be elected at the election for the proposed special sales tax, initial terms to be determined pursuant to Uniform District Elections Law.

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PASSED AND ADOPTED at a regular meeting of the Del Norte Local Agency Formation Commission on the 2nd of June 2025, by the following vote:

AYES:
NOES: None
ABSENT: None
ABSTAIN: None

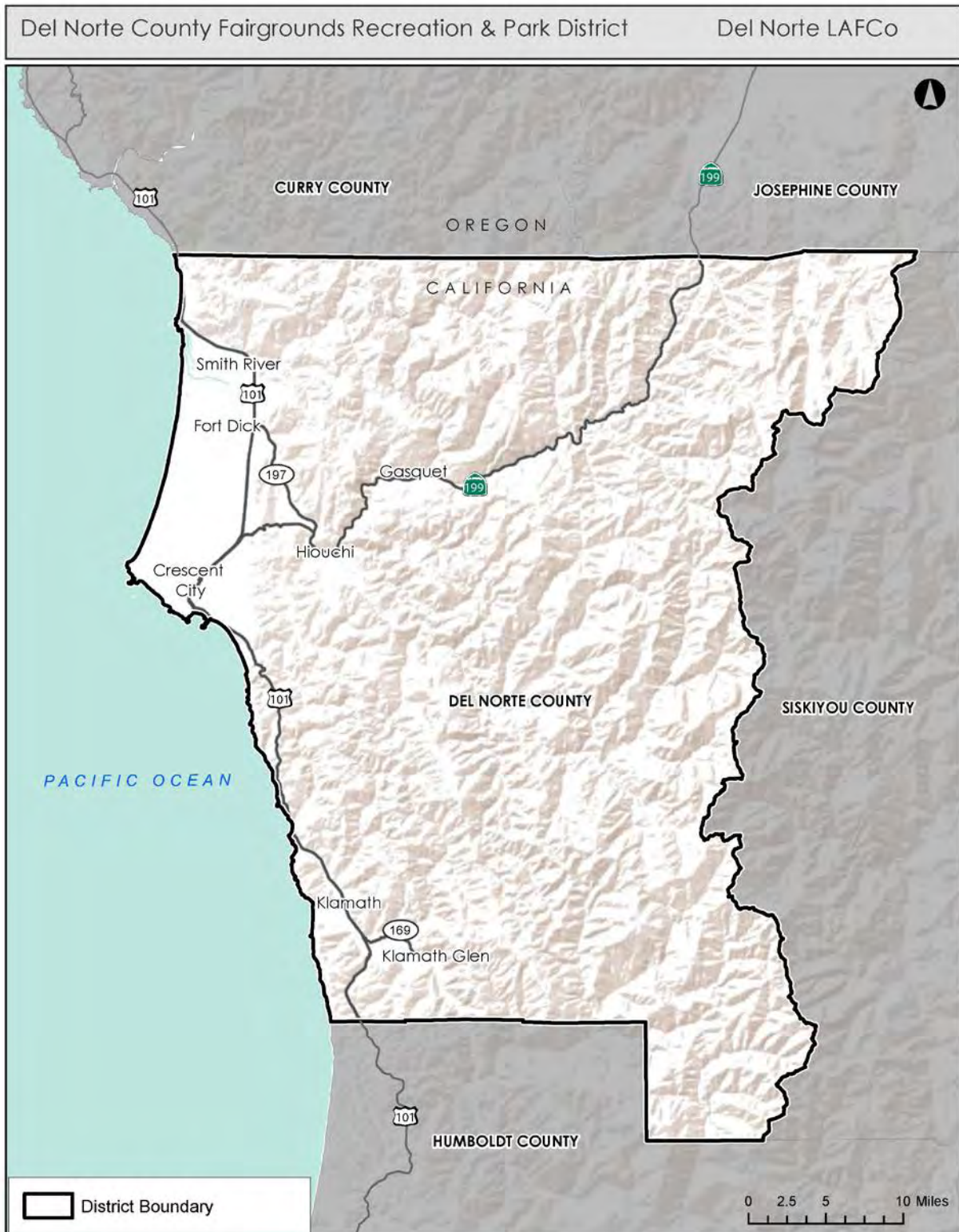
Attest:

Lyle Armstrong, Chair
Del Norte LAFCo

George Williamson, AICP, Executive Officer
Del Norte LAFCo

EXHIBIT A - DISTRICT BOUNDARY MAP

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RESOLUTION 25-04

DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT MSR/SOI UPDATE

WHEREAS, the Del Norte Local Agency Formation Commission, hereinafter referred to as the "Commission", is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Del Norte County; and

WHEREAS, the Commission conducted a municipal service review to evaluate the availability and performance of governmental services provided by del Norte County Fair Recreation and Park District, hereinafter referred to as the "District", pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence update for the District pursuant to California Government Code Section 56425; and

WHEREAS, the Commission adopted Resolution 14-02 approving the combined Municipal Service Review and Sphere of Influence Update, which included confirming the coterminous sphere of influence for the District; and

WHEREAS, revisions to the previously adopted Municipal Service Review and Sphere of Influence Update are minor technical corrections and do not include changes to the established boundary and previously adopted coterminous sphere of influence.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Commission, as Lead Agency, finds the revised municipal service review is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.
2. This revised municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "DNCF RPD MSR/SOI Update 2025".
3. The active powers for the District are as follows: parks and recreation.
5. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the revised municipal service review, hereby incorporated by reference.

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BE IT FURTHER RESOLVED that the DNCF RPD MSR/SOI Update 2025 is hereby approved and incorporated herein by reference and the sphere of influence for the District is reaffirmed as coterminous to the District boundary as shown in Exhibit "A", attached hereto.

PASSED AND ADOPTED at a regular meeting of the Del Norte Local Agency Formation Commission on the 2nd of June 2025, by the following vote:

AYES:
NOES: None
ABSENT: None
ABSTAIN: None

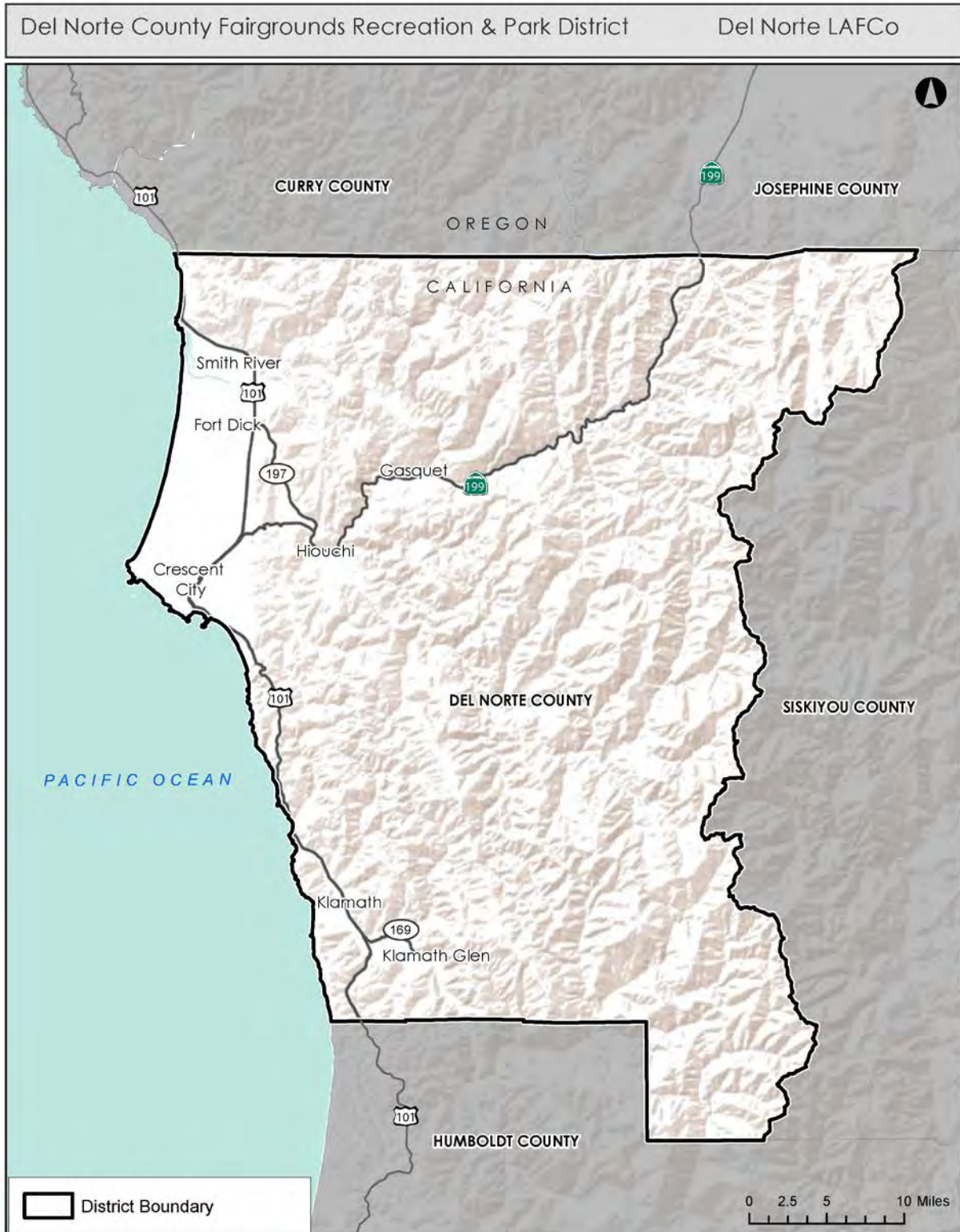
Attest:

Lyle Armstrong, Chair
Del Norte LAFCo

George Williamson, AICP, Executive Officer
Del Norte LAFCo

EXHIBIT A - DISTRICT BOUNDARY MAP

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AGENDA ITEM 5A

MEETING DATE: July 28, 2025
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Status of In-Process MSR/SOI Updates

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act directs Local Agency Formation Commissions (LAFCOs) to regularly prepare municipal service reviews (MSRs) in conjunction with establishing and updating each local agency's sphere of influence (SOI). The legislative intent of MSRs is to proactively assess the availability, capacity, and efficiency of local governmental services. MSRs may also lead LAFCOs to take other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies in addition to any related sphere changes.

DISCUSSION

Big Rock Community Services District (CSD) MSR/SOI Update

Staff have drafted a comprehensive Administrative Draft of the Big Rock CSD MSR/SOI Update. District staff, including Board President Hank Akin and General Manager Andrew Allen, have reviewed and commented on the document, provided missing information, and offered suggested revisions and a draft MSR has been prepared.

Big Rock CSD provides municipal water service to its customers through a permanent State Water Resources Control Board (SWRCB) license (#013849). Currently, the District has 288 customer hookups; 113 of these are for individual customers. The Madrone Mobile Home Park has approximately 100 hookups and there are hookups for the Hiouchi RV Resort, which is being converted to year-round occupancy as a "Tiny Home Village" with potential to increase year-round population in Hiouchi to 750-800.

There is an ongoing review of the District's sphere of influence. District representatives have indicated interest in expanding its sphere to include surrounding areas that can receive water service with the District's current water distribution system and gravity fed application. The MSR/SOI Update is expected to be presented for Commission review and feedback at the next Commission meeting.

Del Norte County Library District MSR/SOI Update

Staff have prepared an Administrative Draft of the Del Norte County Library District MSR/SOI Update. Currently the District has a countywide sphere of influence, the same as the District Boundary. LAFCo staff and legal counsel are conducting an internal review of the Administrative Draft. Subsequent to that review, a Draft MSR will be sent to District representatives for their review and comment. Once District staff have reviewed the document, the MSR/SOI Update is expected to be presented for Commission review at the next Commission meeting.

There have been a number of public comments made about the Library District. Written comments received are attached to this staff report, including concern about internal accountability. The California State Library (CSL) has also commented on financial reporting (see letters in attachment) related to the District's California Library Literacy Services (CLLS) funds management.

CSL staff determined that not all literacy funds from previous years had been spent and that unreported balances remained. These findings raised concerns about the District's financial tracking and reporting practices. CSL staff reviewed the District's internal reports, budget modifications, and documents from the County Auditor-Controller's Office. The discrepancies included tracking and reporting of fund usage and noted that earlier reports may not have reflected actual expenditures. As a result, State Library staff have requested more District fiscal accountability and reliability of its grant administration.

In response, the Board is strengthening financial controls, pursuing an independent audit, and improving documentation and reporting standards. The District has also taken steps to clarify staff roles and program oversight, particularly within its Del Norte Reads literacy program, which now reports directly to the Board through regular updates from the Literacy Coordinator.

RECOMMENDATION

Staff recommends the Commission hear any public comment on this item, and provide staff with direction on issues to be addressed in the upcoming MSR/SOI Updates.

ATTACHMENTS

Attachment 1: Public Comment Letter to Del Norte County Counsel, copy to Del Norte LAFCo, with enclosures from Phoebe Lenhart.

107 Humboldt Rd
Crescent City, CA 95531
July 7, 2025

County Counsel Jacqueline Roberts
Flynn Center
981 H St.
Crescent City, CA 95531
Dear County Counsel Roberts,

There are a number of concerns regarding Del Norte Reads (DNR), Del Norte County Library District (DNCL). Please note:

First, attached is a 2025-2026 budget for DNR that was approved by the DNCL Board on June 16, 2025. This budget is not acceptable to me. I request that it be revoked and redone.

Second, it is my understanding that all property tax revenue in Del Norte County is given to the DNCL. Due to concerns regarding the above and the manner in which these property tax revenues are spent by the DNCL District, I am writing to inquire how this arrangement can be changed?


Third, please note the correspondence (February 7 and April 7, 2025) from the CA State Library's program, California Library Literacy Services (CLLS) confirming that thousands of dollars given to DNCL are unaccounted for.

Fourth, I do not see any reference to the missing funding by the DNCL Board over the past 3 months. Nor, is there any indication that the CLLS will be reimbursed for the unaccounted funding in the 2025-2026 DNR budget.

Fifth, I have sent 2 letters (May 29 and June 19, 2025) to the Chair of the DNCL Board, regarding replacement qualifications for the DNCL director, with no response.

Ms. Roberts, thank you in advance for looking into these aforementioned matters.

Sincerely,


Phoebe Lenhart

Enclosures: 2025-2026 Del Norte Reads budget; correspondence from the CA State Library (February 7 and April 7, 2025); DNCL Board agendas for May 19, June 9, and June 16, 2025; letters to the Chair, DNCL Board (May 29 and June 19, 2025).

CC: Board, DNCL District; DNC Board of Supervisors; Clinton Schaad, DNC Auditor; CLLS, CA State Library; DN LAFCO; Alicia Williams

Department Budget Report

Fund: 414 D.N. County Library District
Dept: 371 Library District

4/22/2025 11:21:28 AM

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Line	Proj	Description	2 FY Ago	Prev FY Actual	Adopted	Revised	YTD Exp	Balance	%	25/25 Dept
20285		Manipulatives & Software	0.00	0.00	984.00	984.00	0.00	984.00	0	0.00
20286		Books-Family Literacy	0.00	0.00	5,755.00	4,292.00	0.00	4,292.00	0	0.00
20287		Promotional Items	0.00	0.00	4,500.00	4,500.00	139.98	4,360.02	3.1	0.00
20288		Educational Workbooks	0.00	0.00	1,000.00	1,000.00	660.97	339.03	66.1	0.00
20290		Travel & Training	0.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0	0.00
20291		Vehicle Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20292		Education	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20293		Grant Admin - LLABS	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20300		Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Other Charges										
30500		Department Allotment - Literacy	0.00	0.00	57,879.00	57,879.00	11,950.07	45,928.93		0.00
Fixed Assets										
40620		Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
40620	400	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
40620	500	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Intra/Inter Fund Transfers										
70901		Intrafund Trans In Library District	0.00	0.00	-18,000.00	-18,000.00	-18,000.00	0.00	100	0.00
70902		Intrafund Trans Out Library District	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Total Expenditures										
			0.00	0.00	103,379.00	103,379.00	17,983.91	85,395.09		0.00
Revenues										
90620		Grant Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
90621		Prop 10 Funds - LLABS	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
90622		CLLS Grant	0.00	0.00	-71,620.00	-71,620.00	0.00	-71,620.00	0	0.00
90623		CLLS - FL Grant	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00

Department Budget Report

Fund: 414 D.N. County Library District
Dept: 371 Library District

4/22/2025 11:21:28 AM

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Line	Proj	Description	2 FY Ago	Prev FY Actual	Adopted	Revised	YTD Exp	Balance	%	25/26 Dept
90825		Miscellaneous	0.00	0.00	0.00	0.00	-69.33	69.33	0	0.00
90785		Health Care District	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
90786		DNUSD Office of ED	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91123		Gifts & Donations	0.00	0.00	0.00	0.00	-500.00	500.00	0	0.00
91124		DNCL Friends	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91125		Travel Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91126		DNCL Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91127		DNC Cannabis Tax	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91128		Service Club Donation	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91129		Humboldt Area/WVR Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91130		Corporate Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91131		College of the Redwoods	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91132		Donations - CC Women's Club	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91133		COHS-Career Online High School	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Net Cost			0.00	0.00	-71,620.00	-71,620.00	-569.33	-71,050.67		0.00
			0.00	0.00	31,759.00	31,759.00	17,414.58	14,344.42		0.00



April 7, 2025

Phyllis Goodeill, Director
Board Members Andrew Murphy, Marie Jondal, Andrew Napier, Meaghan McGlasson, Tamara Brooks
Del Norte County Library
190 Price Mall
Crescent City, CA 95531

Dear Phyllis and Del Norte County Library Board of Trustee Members:

Attached please find the report compiled by California State Library staff based on the review of California Library Literacy Services grant spending for 2022-2023 and 2023-2024.

Please note the recommendation at the start and conclusion of the report.

Based on this review, we recommend that Del Norte County Library District:

- should not participate in the State Library funded CLLS program at this time,
- should pay for an independent professional who is a qualified state or local government auditor or independent public accountant licensed by the State of California to look into the status of CLLS awarded literacy funds, and
- should return to the State Library all remaining unspent CLLS funds and all funds spent on items that are unallowable within the CLLS program as determined by the independent professional audit and final report.

Thank you for your careful reading of this report. Please respond by letting us know that you have received this letter and the attached report. I can be reached at beverly.schwartzberg@library.ca.gov or 916-894-6598.

Respectfully,

Beverly Schwartzberg

Beverly Schwartzberg, Library Programs Consultant

Allyson Jeffredo

Allyson Jeffredo, Grant Monitor

Cc:

Natalie Cole

Rebecca Wendt

Annly Roman

Library -- Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov



CALIFORNIA STATE LIBRARY

7 February 2025

Phyllis Goodeill, Director
Terrin Musbach, Literacy Coordinator
Del Norte County Library District
190 Price Mall
Crescent City, CA 95531

Dear Phyllis and Terrin,

This email represents a formal notification of your CLLS award status for the 2024-2025 program period.

Del Norte County Library District has been placed on a funding hiatus and will not receive CLLS Adult Literacy Services funding during the 2024-2025 program period. This is standard practice when programs consistently struggle to expend funds in a timely manner and accurately track expenses. This break will allow Del Norte County Library District to remain a part of CLLS at this time, give the library time to complete the review process, and identify and expend remaining funds from previous fiscal years.

The hiatus will not impact Del Norte County Library District's status as an active CLLS program. In the 2024-2025 CLLS program period, the library is expected to:

- Continue to provide CLLS services, using local funds, 2024-2025 ESL funds already claimed, and remaining CLLS grant awards from prior years;
- Complete the report forms for the 2024-2025 CLLS program period; and
- Hold regular check-ins with CLLS state library staff

The review of your program that you were notified of on October 25, 2024, is ongoing.

Library - Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
cll-admin@library.ca.gov
www.library.ca.gov

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: May 19, 2025

Time: 5:15 pm

Place: 190 Price Mall, Crescent City CA 95531

(707) 464-9793

ZoomLink:<https://us06web.zoom.us/j/89104321659?pwd=Q28Zgwfj1ax1vkT7cR9RxNPmOyVSX6.1>

Meeting ID: 891 0432 1659

Passcode: 126912

Public Comment

ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item unless we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

I. Call to Order

II. Communications

1) Public Comment Period

III. Consent Agenda

- 1) Minutes: Review, potentially modify, and approve minutes from Regular board meetings.
- 2) Claims: Review, potentially modify and authorize claims.*

IV. Committee Reports

- 1) Del Norte Reads
- 2) Library Manager
- 3) Smith River Branch
- 4) Friends of the Library
- 5) Trustees
- 6) Policy

V. Unfinished Business

- 1) Discuss and possibly take action on CLLS loss of funding.

VI. New Business

- 1) Interview board applicants and vote to approve one for the board.
- 2) Create an ad hoc committee for the purposes of creating a community input survey for the library.
- 3) Move \$10,000 from line 90620 PubLibraryfund/St Aid Grant to line 20270 minor equipment. This is the Library Transforming communities grant that will pay for a noise reducing booth.
- 4) Move \$1,078 from line 91124 Gifts Specified to Line 20228 promotional items. This is a reimbursement from Reading Nation Waterfall to cover the reimbursement for speakers at film screening and books.
- 5) Move \$1,602 from line 91128 DNC Library Foundation to line 20228 Promotional items. Funds are a reimbursement for books and party supplies.
- 6) Accept the resignation of the Director.
- 7) Discuss and approve job description for director

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for June 9, 2025 at 5:15 pm.

Posted: _____

Andrew Napier Chair

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: June 9, 2025

Time: 5:15 pm

Place: 190 Price Mall, Crescent City CA 95531

(707) 464-9793

ZoomLink:<https://us06web.zoom.us/j/85337142411?pwd=YocFvWke3wI17HZCn9skZnGPNsK7KP.1>

Meeting ID: 853 3714 2411

Passcode: 582157

Public Comment

ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item unless we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair speakers, please limit your comments to three (3) minutes.

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AGENDA

I. Call to Order

II. Communications

1) Public Comment Period

III. Consent Agenda

- 1) Minutes: Review, potentially modify, and approve minutes from Regular board meetings.
- 2) Claims: Review, potentially modify and authorize claims.*

IV. Committee Reports

- 1) Del Norte Reads
- 2) Library Manager
- 3) Smith River Branch
- 4) Friends of the Library
- 5) Trustees
- 6) Policy

V. Unfinished Business

- 1) Discuss and post library director position.

VI. New Business

- 1) Interview board applicants and vote to approve one for the board.
- 2) Discuss and approve the budget.

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for July 14, 2025 at 5:15 pm.

Posted: _____

Andrew Napier Chair

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Special Board Meeting

Date: June 16, 2025

Time: 5:15 pm

Place: 190 Price Mall, Crescent City CA 95531

(707) 464-9793

ZoomLink:

<https://us06web.zoom.us/j/85337142411?pwd=YocFvWke3wI17HZCn9skZnGPNsK7KP.1>

Meeting ID: 853 3714 2411

Passcode: 582157

Public Comment

ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item unless we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair speakers, please limit your comments to three (3) minutes.

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Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

I. Call to Order

II. Communications

- 1) Public Comment Period

III. Consent Agenda

IV. Committee Reports

V. Unfinished Business

- 1) Discuss and approve 25/26 initial budget proposal.

VI. New Business

- 1) Move \$3,000.00 from contingency fund Line 81000 to Line 20121 Communications to pay the recent CENIC invoice.

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for July 14, 2025 at 5:15 pm.

Posted:

Andrew Napier Chair

107 Humboldt Rd
Crescent City, CA 95531
May 29, 2025

Mr. Andrew Napier, Chair
DNCL Board
190 Price Mall
Crescent City, CA 95531

Dear Mr Napier,


This letter is sent to your attention regarding the resignation of Phyllis Goodeill.

I am requesting that the DNCL Board advertise Ms. Goodeill's position on the website for the CA State Library and also the CA Library Literacy Services (CLLS) website in order to do a statewide search for the most qualified person possible for a replacement position. In my estimate, it has been at least 40 years since there was a manager/director at DNCL with any experience in library science. During this time, it's not an exaggeration, there have been close to 20 managers/directors at the DNCL. I think that a turnover this high is horrible for the staff and for the public. Over time, I witness that the qualifications of the new staff behind the Circulation Desk is minimal. Thus, the new staff provide very poor patron assistance. Please provide me with proof that the DNCL Board has, in good faith, advertised for Ms. Goodeill's position statewide.

In addition, about 3 years ago, under the heading of "DNCL District, Balance Sheet" there was close to \$39,000 in the "Fund Balance Literacy". From experience, I wish to inform you that these funds are the result of decades of very hard work fundraising for Del Norte Reads (DNR). This money is intended to support literacy; not, to relieve the DNCL/DNR from fiscal irresponsibility. As a member of the public, I request that the "Fund Balance Literacy" be restored to the amount that existed in that account 3 years ago.

It is with great concern, I have noticed on numerous DNCL agendas that money appears very casually transferred from one fund to another lacking documentation. Technically, the DNCL/DNR have an annual budget that should avoid so many transfers.

Sincerely,

Phoebe Lenhart 

CC: Phyllis Goodeill; DNCL Board members; Clinton Schaad, DNC Auditor

107 Humboldt Rd
Crescent City, CA 95531

June 19, 2025

Mr. Andrew Napier, Chair
DNCL Board
190 Price Mall
Crescent City, CA 95531

Dear Mr. Napier,

This letter is sent to follow up on my letter dated May 29, 2025.

I have not received a reply from you. Thus, I am writing to inquire what is the DNCL Boards' decision in regard to advertising for the new director's position?

In addition, I will appreciate an update on the status of the funding resolution with the CA Library Literacy Services.

Thank you.

Take care,
Phoebe Lenhart
elaphusandfelis2@gmail.com

CC: M McGlassen
A Murphy
T Brooks



DEL NORTE LOCAL AGENCY FORMATION COMMISSION
670 9th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
eo@delnortelafo.org

AGENDA ITEM 5B

MEETING DATE: July 28, 2025
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: MSR/SOI FY 2025-26 Compliance Workplan

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act directs Local Agency Formation Commissions (LAFCOs) to regularly prepare municipal service reviews (MSRs) in conjunction with establishing and updating each local agency's sphere of influence (SOI). The legislative intent of MSRs is to proactively assess the availability, capacity, and efficiency of local governmental services. MSRs may also lead LAFCOs to take other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies in addition to any related sphere changes. LAFCo staff creates an MSR/SOI workplan for each fiscal year.

DISCUSSION

LAFCo staff have drafted a FY 2025-26 MSR/SOI workplan. Highlighted agencies are planned to have MSR/SOI Updates in FY 2025-26 or have MSR/SOI Updates currently in progress.

Agency Name	SOI & MSR Status	Next Update
City		
City of Crescent City	MSR & SOI Approved January 2019	FY2025-26
CSDs		
Bertsch-Ocean View	MSR & SOI Approved April 2020	FY2025-26
Big Rock	MSR Approved Nov 2015 & SOI Approved April 2016 MSR/SOI Update in progress	FY2025-26
Church Tree	MSR & SOI Approved September 2018	FY2025-26
Gasquet	MSR & SOI Approved 2016 Waiting on information from District	FY2025-26
Hunter Valley	MSR & SOI Approved 2022 Part of South County	2027
HRC	MSR & SOI September 2018 Engineering study in progress	2025
Klamath	MSR & SOI Approved 2022 Part of South County	2027
Redwood Park	MSR & SOI Approved 2022 Part of South County	2027
Smith River	MSR & SOI Approved September 2024	2029
FPDs		
Crescent City Fire & Rescue	MSR & SOI Approved 2022 Countywide Fire MSR	2027
Fort Dick FPD	MSR & SOI Approved 2022 Countywide Fire MSR	2027



DEL NORTE LOCAL AGENCY FORMATION COMMISSION
670 9th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
eo@delnortelafco.org

Agency Name	SOI & MSR Status	Next Update
Gasquet FPD	MSR & SOI Approved 2022 Countywide Fire MSR	2027
Klamath FPD	MSR & SOI Approved 2022 Countywide Fire MSR	2027
Smith River FPD	MSR & SOI Approved 2022 Countywide Fire MSR	2027
Others		
County Service Area (CSA) No.1	MSR & SOI Approved April 2021	2026
Crescent City Harbor District	MSR & SOI Approved August 2021	2026
Del Norte Co. Health Care	MSR & SOI Approved July 2019	FY2025-26
Del Norte Co. Library	MSR & SOI Approved July 2019 MSR/SOI Update in progress	FY2025-26
Del Norte Resource Conservation District	MSR & SOI Approved April 2021 Application to draft MSR/SOI on file; in progress	FY2025-26
Smith River Cemetery	MSR & SOI Approved June 2021	2026
Del Norte Fairgrounds Recreation and Park	District Formed/ MSR Approved June 2020 MSR/SOI Update in progress	2025

RECOMMENDATION

Staff recommends the Commission receive and file this informational item; no action needed.



DEL NORTE LOCAL AGENCY FORMATION COMMISSION
670 9th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
eo@delnortelafo.org

AGENDA ITEM 5C

MEETING DATE: July 28, 2025
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Current and Future Applications

The following application(s) are currently active with LAFCo, or may be filed in the future:

Del Norte County Fair Recreation & Park District Condition removal and MSR Determination Revisions Application:

A continued public hearing for this application is scheduled for the July 28, 2025, Regular Commission meeting.

Del Norte Resource Conservation District (RCD) Sphere of Influence (SOI) Amendment:

The Del Norte RCD has submitted an application to LAFCo to amend its SOI beyond the Smith River area include all of Del Norte County. Staff is preparing an updated MSR/SOI to analyze the sphere amendment. An MSR information request has been submitted to the RCD and responses expected in July. After District review, the SOI Amendment will be scheduled for a LAFCo hearing. Once complete, it's anticipated the RCD will submit an application for annexation of territory.

The following application(s) could become active with LAFCo in the future:

HRC CSD Annexation - Jed Smith Homeowners Association (HOA)

HRC CSD may be considering an annexation proposal to extend water services to the HOA, within the Districts SOI. This is contingent on a State Water Resources Control Board funded Preliminary Engineering Report (PER) for potential water system consolidation. If the application is filed, the CSD MSR to be updated. Del Norte LAFCo staff is expecting the draft PER. Once it's been received, staff will provide comments & return to project engineer.

Another mutual water company operating the Huckleberry water system, also within the HRC CSD SOI, has also inquired about engineering studies as part of an annexation proposal. They have applied for state funds for an engineering study.



DEL NORTE LOCAL AGENCY FORMATION COMMISSION
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AGENDA ITEM 5D

MEETING DATE: July 28, 2025
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Commissioner Form 700 and Ethics Training

BACKGROUND

The Political Reform Act (Government Code Sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions that may affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the State agency responsible for issuing the Statement of Economic Interest (Form 700), and for interpreting the law's provisions.

In October 2005, AB 1234 was chaptered and approved by the Governor. This law requires all local agency officials receive training in ethics. This training must be received within one year of assuming office and once every two years thereafter.

DISCUSSION

Upon election or appointment to the Commission, Commissioners must submit a Form 700. Additionally, an annual Form 700 must be submitted by all participating Commissioners which covers the dates from January 1 to December 31. LAFCo staff is responsible for retaining the documents and providing them to interested parties upon request. The form can be accessed at <https://www.fppc.ca.gov/Form700.html>, the Fair Political Practices Commission's website, and is due to LAFCo staff by September 15, 2025.

Additionally, The Fair Political Practices Commission (FPPC) has Ethics Training that can be found on the FPPC website at:

<https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>

This will lead you to a log in page where you will want to "Create a new Account" by using your email and creating a password. Once this is done, you can start your training which should take approximately 2.5 hours. You do not have to complete the whole course at one time. Every time you log in, it will take you to where you left off. There are several sections that have a short quiz after each session. You must pass all sections and there are multiple opportunities to retake each section if needed.

RECOMMENDATION

Staff recommends the Commission: File Form 700; Complete ethics training; Print certificate stating training completed; Scan and send to eo@delnortelafo.org by September 15, 2025.

ATTACHMENTS

None