

APPROVED 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

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

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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, Commission approved 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 Harbor District concerns 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.

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