

SPECIAL COMMISSION MEETING

March 2, 2026

comments during the Public Comment period for non-agenda items. All speakers are invited to state their names but are not required to do so. If you wish to submit written material at or before the meeting, please supply 10 copies.

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AGENDA ITEM 4.A.

MEETING DATE: March 2, 2026
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Church Tree Community Services District MSR/SOI Update, with Proposed SOI Amendment

BACKGROUND

Church Tree CSD (“CT CSD” or “District”) filed an application with the Commission on January 16th, 2026, for a Sphere of Influence (SOI) update/expansion in conjunction with the CT CSD Municipal Service Review. CT CSD is a special district, and proposals such as SOI changes and/or annexations are subject to Del Norte Local Agency Formation Commission (LAFCo) review.

Three of the five parcels proposed for inclusion in the District’s SOI on Ranch Creek Drive are already connected to receive water service from the District. The other two parcels do not currently receive District water service. Expanding the SOI will allow for the areas where the District provides service to be properly recorded and will allow for the other parcels proposed for inclusion within the District’s SOI to apply for water service in the future, if appropriate. LAFCo staff have communicated with the District that all future water connections outside of their jurisdictional boundary must be authorized by LAFCo.

The SOI update is intended to support the extension of District water services, initially by out of area service authorization, with annexation anticipated in the future.

DISCUSSION

CT CSD’s current boundary consists of the Church Tree subdivision in the unincorporated area of Del Norte County. The District provides only water service. The District draws water from the City of Crescent City waterline on Elk Valley Road. District infrastructure includes waterlines, a booster pump, and storage tank. District operations are primarily funded by water services.

The District is part of a larger unincorporated area that, due to income, qualifies as a Disadvantaged Unincorporated Community (DUC) which are given extra consideration for services extensions - primarily water, sewer and structural fire protection. Sewer is provided by onsite systems as there is no municipal wastewater collection and/or treatment. Fire protection is provided by Crescent City Fire and Rescue, so those utility service obligations for DUCs stay as currently provided.

ANALYSIS

The analysis of the proposed SOI Expansion is organized into two sections. The first section considers the proposal relative to the factors mandated for review by the Legislature anytime LAFCOs review boundary changes. The second section considers issues required by other applicable State statutes in processing boundary changes, such as environmental compliance



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with the California Environmental Quality Act. While this is not a boundary change and as such, is not required to review the following factors, examining the proposal through this lens provides helpful information and analysis.

Required Factors for Review:

G.C. §56668 requires the Commission to consider 16 specific factors when it reviews reorganization proposals. No single factor is determinative. The purpose in considering these factors is to help inform the Commission in its decision-making process. An evaluation of factors related to the proposal follows.

1) Population and population density; land area and land use; per capita assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; the likelihood of significant growth in the area, and in adjacent incorporated and unincorporated areas, during the next 10 years.

The proposed SOI Expansion would cover parcels adjacent to the District. Due to the existing parcel sizes, no additional subdivision is anticipated, so potential growth is limited.

2) The need for organized community services; the present cost and adequacy of governmental services and controls in the area; probable future needs for those services and controls; probable effect of the proposed incorporation, formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.

The community services proposed within the affected territory by the District are water only, with fire protection from Crescent City Fire and Rescue, there are no municipal wastewater service available.

3) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.

The SOI Expansion as proposed by the District would be contained within Del Norte County.

4) The conformity of the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns of urban development, and the policies and priorities set forth in G.C. Section 56377.

The statutory goals of LAFCo include the promotion of orderly growth and development by determining logical local boundaries [§56001], the preservation of open space by encouraging development of vacant land within cities before annexation of vacant land adjacent to cities [§56377(b)], and the preservation of prime agricultural land by guiding development away from presently undeveloped prime agricultural lands [§56377(a)]. The proposed uses in the SOI Expansion territory comply with the statutory goals discussed above.

5) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by G.C. Section 56016.

The SOI Expansion territory has primarily rural residential; land use designations. The SOI Expansion could facilitate treated municipal water.

6) The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment or ownership, the creation of islands or corridors of unincorporated territory, and other similar matters affecting the proposed boundaries.

A SOI Expansion map is included in the Municipal Services Review.



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7) A regional transportation plan adopted pursuant to G.C. Section 65080.

The Del Norte Regional Transportation Plan (RTP) was last adopted in 2020 and is required to be updated every four or five years. The RTP is a long-range transportation planning document intended to guide investments related to transportation in the Del Norte region. In regions of California that have a metropolitan planning organization, the RTP must also adopt a Sustainable Communities Strategy (SCS) under Senate Bill 375. Since the Del Norte region does not have a metropolitan planning organization, an SCS is not required. Although not required, the 2020 RTP Update did identify that an SCS could be prepared to identify strategies to reduce vehicle miles traveled in the region.

8) Consistency with city or county general and specific plans.

The land in the District and SOI is predominantly used for residential purposes. The SOI amendment does not require any general plan or zoning amendments, and land use is expected to remain consistent with County plans.

9) The sphere of influence of any local agency which may be applicable to the proposal being reviewed.

The SOI Expansion would not affect the Spheres of Influence of other agencies. LAFCo recommends the City of Crescent City Sphere be amended to also include the CT CSD SOI.

10) The comments of any affected local agency or other public agency.

Del Norte LAFCo provided a notice of application filing to affected agencies. A hearing notice was posted online/published in the Triplicate and posted on the Del Norte LAFCo website. No agency comments were received.

11) The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.

This is an SOI Expansion for an existing agency.

12) Timely availability of services adequate for projected needs as specified in G.C. § 65352.5.
CT CSD service is water only.

13) The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments consistent with Chapter 3 of Division 1 of Title 7 Article 10.6 (commencing with § 65580).

The proposed SOI Expansion would not impact any local agencies in accommodating their regional housing needs. The County of Del Norte General Plan Housing Element addresses how regional housing needs allocations will be met. There are currently no increased residential designations or development plans for the proposed SOI Amendment territory.

14) Any information or comments from landowners or owners, voters, or residents of the affected territory.

A hearing notice was posted online /published in the Del Norte Triplicate and posted on the Del Norte LAFCo website.

15) Any information relating to existing land use designations.

See discussion in Section 8.



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16) The extent to which the proposal will promote environmental justice. As used in this subdivision, “environmental justice” means the fair treatment of people of all races, cultures, and incomes with respect to local public facilities and provision of public services.

The proposal will not result in inconsistencies with environmental justice safeguards. The SOI Amendment would result in continued public services for residents.

Other Considerations

- 1) Environmental Review: The purpose of the environmental review process is to provide information about the environmental effects of the actions and decisions made by LAFCO and to comply with the California Environmental Quality Act (CEQA) Guidelines found in Public Resources Code §210000 et seq. It has been determined that this project is categorically exempt from CEQA pursuant to §15301 - Class 1, Existing Facilities, and §15061(b)(3)) - “Common Sense” exemption. The Commission prepares a Notice of Exemption as provided under CEQA Guidelines for the change in District organization and makes a specific determination that this environmental determination adequately addresses proposed changes.
- 2) Municipal Service Review and Sphere of Influence Update: A MSR has been prepared for the SOI Expansion; it reflects the District’s ability to serve the affected territory.
- 3) Tax Revenue Sharing Agreement: California Revenue & Taxation Code 99(b)(5) provides. There is no property tax revenue exchange for a SOI Expansion.
- 4) Conducting Authority Proceedings: Del Norte LAFCO will consider the District proposal at a noticed public hearing, scheduled for March 2, 2026 at the Del Norte County Flynn Center, 981 H Street, Crescent City, California.

RECOMMENDATION

Staff recommends the Commission adopt Resolution 2026-01, approving the Church Tree CSD MSR/SOI Update with SOI Amendment contingent upon the satisfaction of the terms and conditions set forth in the resolution.

ATTACHMENTS

A: Church Tree CSD Commission Draft MSR/SOI Update

B: Resolution 2026-01

Church Tree Community Services District



Municipal Service Review & Sphere of Influence Update

Commission Hearing Draft February 2026



Del Norte
Local Agency Formation Commission

Del Norte Local Agency Formation Commission

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Staff

George Williamson, AICP, Executive Officer

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Jacqueline Roberts, Legal Counsel

Acknowledgements

LAFCo staff would like to thank the contributors to this Municipal Service Review. Input instrumental in completing this report was provided by District Board President Jim Nelson. This report would not have been possible without the District's assistance.

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INTRODUCTION

This report is prepared pursuant to legislation enacted in 2000 that requires Local Agency Formation Commissions (LAFCOs) to conduct a comprehensive review of municipal services and update the spheres of influence (SOI) of all agencies under LAFCo's jurisdiction. This service review focuses on Church Tree Community Services District (Church Tree CSD or District).

Service Review Determinations

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et seq.) requires LAFCo to review and update Spheres of Influence (SOI) not less than once every five years and to review municipal services prior to or in conjunction with sphere updates. The requirement for service reviews arises from the identified need for a more coordinated and efficient public service structure to support California's anticipated growth.

Effective January 1, 2008, Government Code Section 56430 requires LAFCo to conduct a review of municipal services provided in the county by region, sub-region or other designated geographic area, as appropriate, for the service or services to be reviewed, and prepare a written statement of determination with respect to each of the following topics:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence (effective July 1, 2012);
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 of influence);
4. Financial ability of the agency to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy.

Uses of This Report

The service review process provides LAFCo with a tool to study current and future public service conditions and to evaluate organizational options for fostering orderly growth and development, promoting the efficient delivery of services, and encouraging the preservation of open space and agricultural lands. The potential uses of this report are described below.

Update Spheres of Influence

LAFCo will use this report as a basis to update the District SOI. Markedly, SOIs designate the territory that LAFCo believes represents the affected agencies' appropriate future jurisdictions and service areas. All boundary changes, such as annexations, must be consistent with the affected agencies' spheres of influence with limited exceptions.

Consider Jurisdictional Boundary Changes

LAFCo is not required to initiate any boundary changes based on service reviews. However, LAFCo, local agencies, or the public may subsequently use this report together with additional research and analysis, where necessary, to pursue changes in jurisdictional boundaries.

Resource for Further Studies

Other entities and the public may use this report for further studies and analysis of issues relating to water services in Del Norte County. The District may use this report to support grant applications.

Review Methods

The agency reviewed as part of this service review process demonstrated full accountability in disclosure of information and cooperation with LAFCo. The following information was considered in the service review:

- Agency-specific data: responses to LAFCo requests for information, budgets, fee schedules, maps, and district plans.
- Demographic data: U.S. Census Bureau; Department of Finance.

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

CHURCH TREE COMMUNITY SERVICES DISTRICT

Overview

The Church Tree Community Services District (CTCSD) is organized as an independent special district under Community Service District law (Government Code Section 61000 et seq). Located east of Crescent City along Elk Valley Road and adjacent to the Jedediah Smith Redwood State Park, the CTCSD provides domestic water service to a population of approximately 49 people through 32 connections. A municipal service review was conducted in 2018. This document will update the previous MSR and build upon information provided.

Formation

The Church Tree CSD was formed by Resolution of the Del Norte County Board of Supervisors on May 11, 1970. The special district was formed for the purpose of providing potable water to the Church Tree subdivision.

Church Tree CSD Mission Statement

Church Tree Community Services District strives to deliver an adequate supply of high-quality water to District residents. Its goal is to provide this service at a reasonable cost and courteous manner for now and the future.

Boundary and Sphere of Influence

The Church Tree CSD covers approximately 64 acres (0.1 square miles). Figure 1 shows the District Boundary and proposed SOI amendment. Church tree CSD proposes to expand the existing SOI to include five adjacent parcels (APNs: 110-300-023, -024,-025, -026 &-004). The District, but not the proposed SOI territory, is within the City of Crescent City SOI.

Figure 1: Church Tree Proposed SOI Amendment

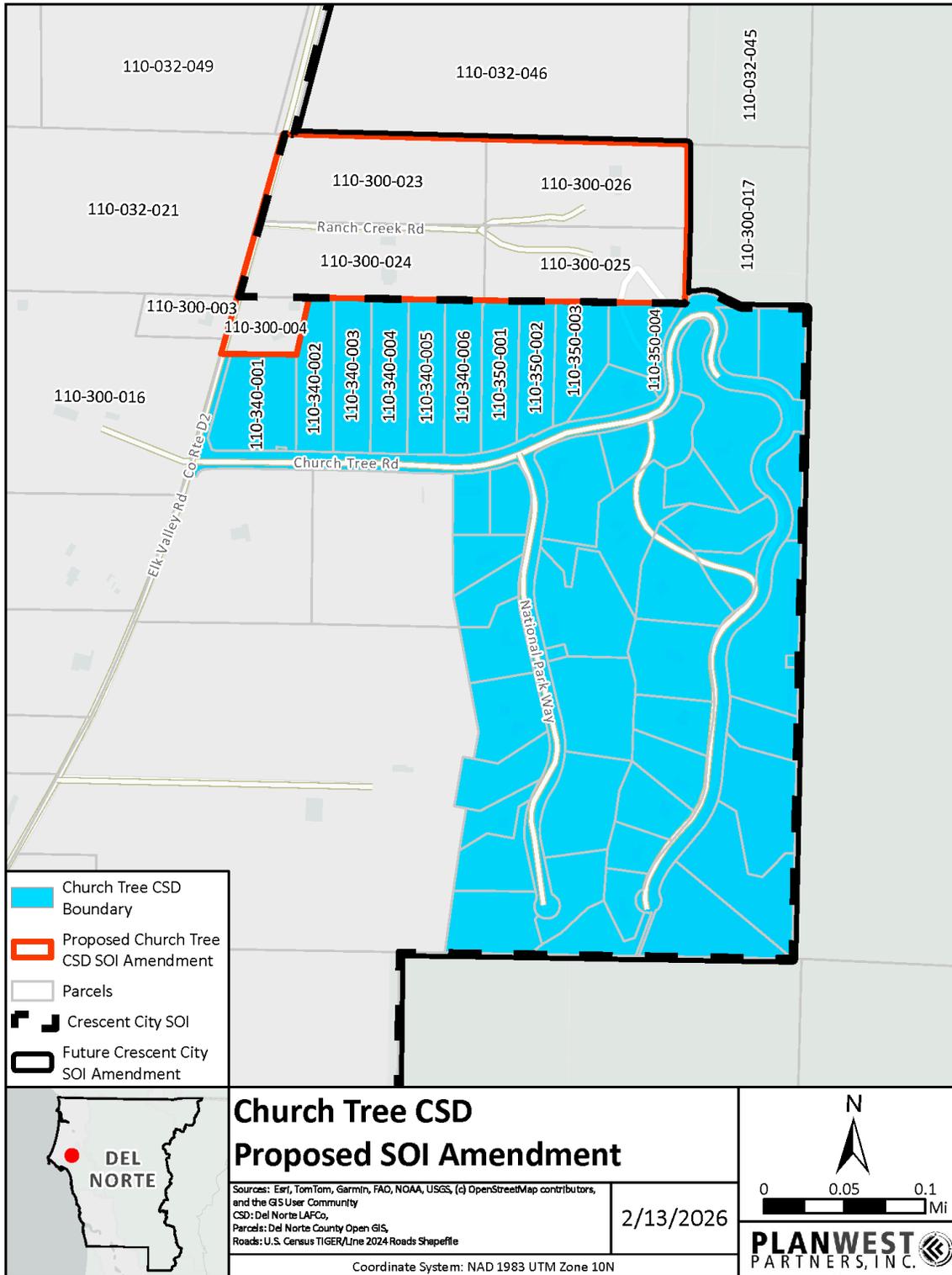


Table 1: Church Tree CSD Agency Profile

Formation	
Agency Name	Church Tree Community Services District
Date of Formation	March 11, 1970
Enabling Legislation	Government Code Section 61000 et seq
Contact	
Contact	Jim Nelson
E-mail	thebaldheadrealtor@charter.net
Alternate Contact	None
E-mail	None
Website	None
Mailing Address	251 Church Tree rd. Crescent City, CA 95531
Physical Address	360 Church Tree Road. (Parcel B Tank) Crescent City, CA 95531
Phone/ Fax/ Email	Phone: (707) 218-7240 Fax: none Email: thebaldheadrealtor@charter.net
Services	
Services Provided	Domestic Water
Areas Served	The unincorporated Church Tree subdivision in Del Norte County.

Accountability and Governance

Church Tree CSD is governed by a five-member Board of Directors, elected at large by District residents to serve four-year terms. Currently board of directors only has one active member, due to the passing or relocation of former Board Members, which does not constitute a quorum. The District should actively pursue filling Board vacancies in order to be able to conduct District business.

The District does not have any paid staff. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion. SB929 was signed into law on September 14, 2018, requiring all independent special districts to have and maintain a website that meets all the special district transparency requirements of State law including the availability of agendas, policies, and financial information by January 1, 2020. The District does not currently maintain a website. It is recommended that the District annually adopt a Resolution of Hardship to come into compliance with SB929 while it works to fulfill the requirements of the law.

To fill multiple vacancies: California District Law Government Code (GC) § 1780 outlines the process for filling vacancies on special district governing boards. If multiple vacancies occur; the county board of supervisors or city council fills enough to form a quorum. The Del Norte County Board of Supervisors is being requested to fill vacancies.

Population and Land Use

Land Use

The Del Norte County General Plan (2003) and Zoning Code guides land use decisions within the unincorporated portion of Del Norte County including the community of Church Tree. The Church Tree Community Service District is primarily residential surrounded by agriculture, resource conservation area, state and federal lands. The District's most prominent feature is the shared boundary with the Jedediah Smith Redwoods State Park, east of the District. The Church Tree CSD provides one of the three basic services evaluated under SB 244, water service, to an area that meets disadvantaged community screening criteria. The District does not provide sewer service; properties rely on private septic systems. Structural fire protection within the Church Tree CSD area is provided by Crescent City Fire & Rescue.

County Population and Growth

According to the U.S. Census, Del Norte County's population was 27,507 in 2000, 28,610 in 2010, and 27,743 in 2020. From 2010 to 2020, the County declined by about 3.0% (about -0.3% per year). The Census Bureau's most recent estimate shows 27,009 residents as of July 1, 2024, continuing the downward trend.

District Population and Growth

The Church Tree CSD is not a Census-designated place; therefore, an official District Census population is not available. Based on District/utility information, the Church Tree CSD currently serves an estimated 49 residents. Given the District's small size and limited number of service connections, future population to be served is expected to be driven primarily by the number of active service connections (and any approved SOI expansion) rather than countywide demographic trends.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities (DUCs) as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community is inhabited territory that constitutes all or a portion of a "disadvantaged community," defined in state law as having a median household income (MHI) less than 80 percent of the statewide MHI.

For this MSR update, disadvantaged community screening was evaluated using U.S. Census Bureau American Community Survey (ACS) 5-year 2020–2024 data. Based on the mapped results, areas with MHI below \$79,297.60 are classified as disadvantaged, and areas below \$59,473.20 are classified as severely disadvantaged. As shown in Figure 3, the Church Tree CSD jurisdiction lies within an area classified as severely disadvantaged based on ACS median household income.

The Church Tree CSD provides one of the three basic services evaluated under SB 244, water service, to an area that meets disadvantaged community screening criteria. The District does not provide sewer service; properties rely on private septic systems. Structural fire protection within the Church Tree CSD area is provided by Crescent City Fire and Rescue.

Figure 2: Church Tree CSD General Plan Land Use

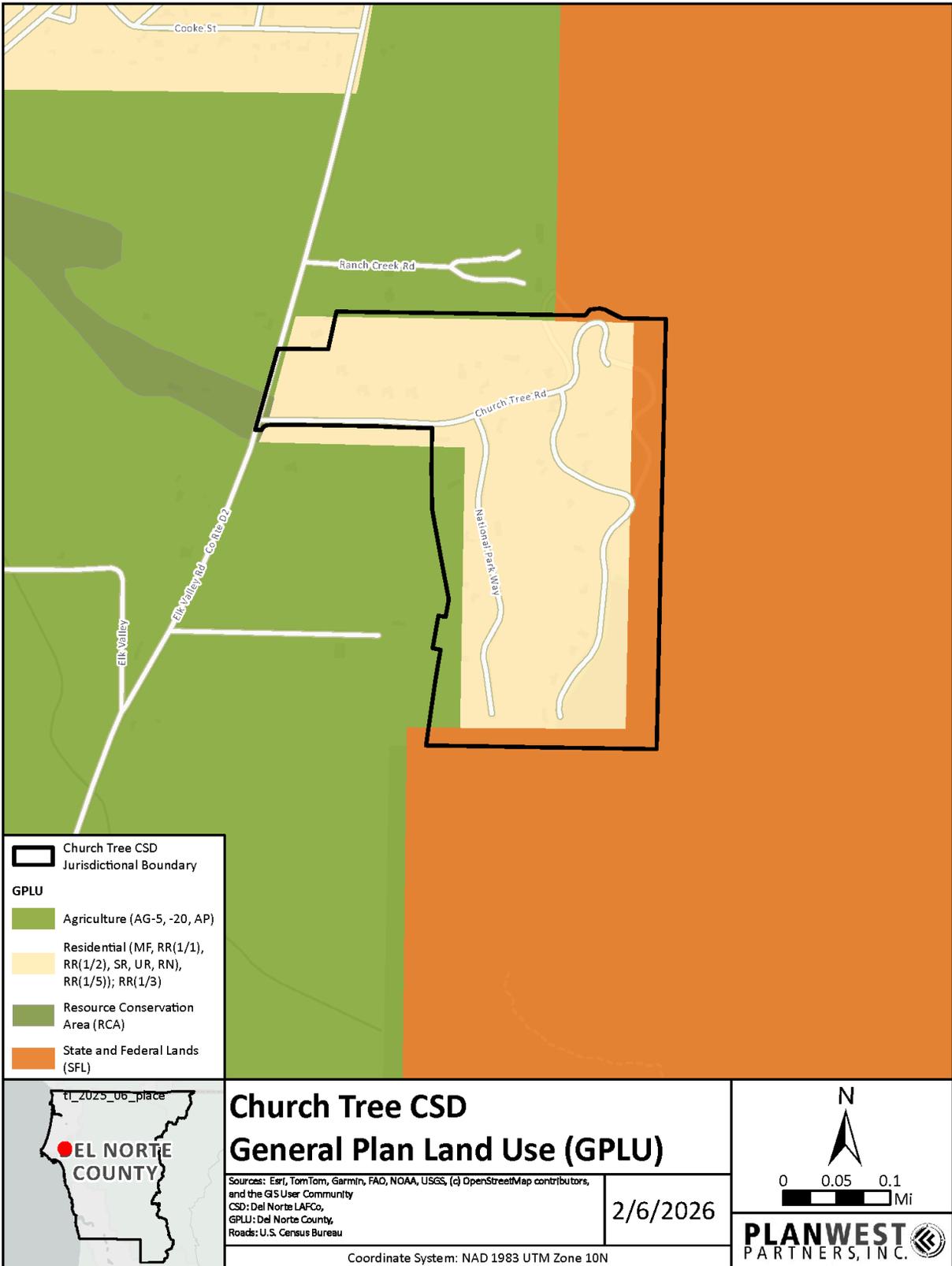
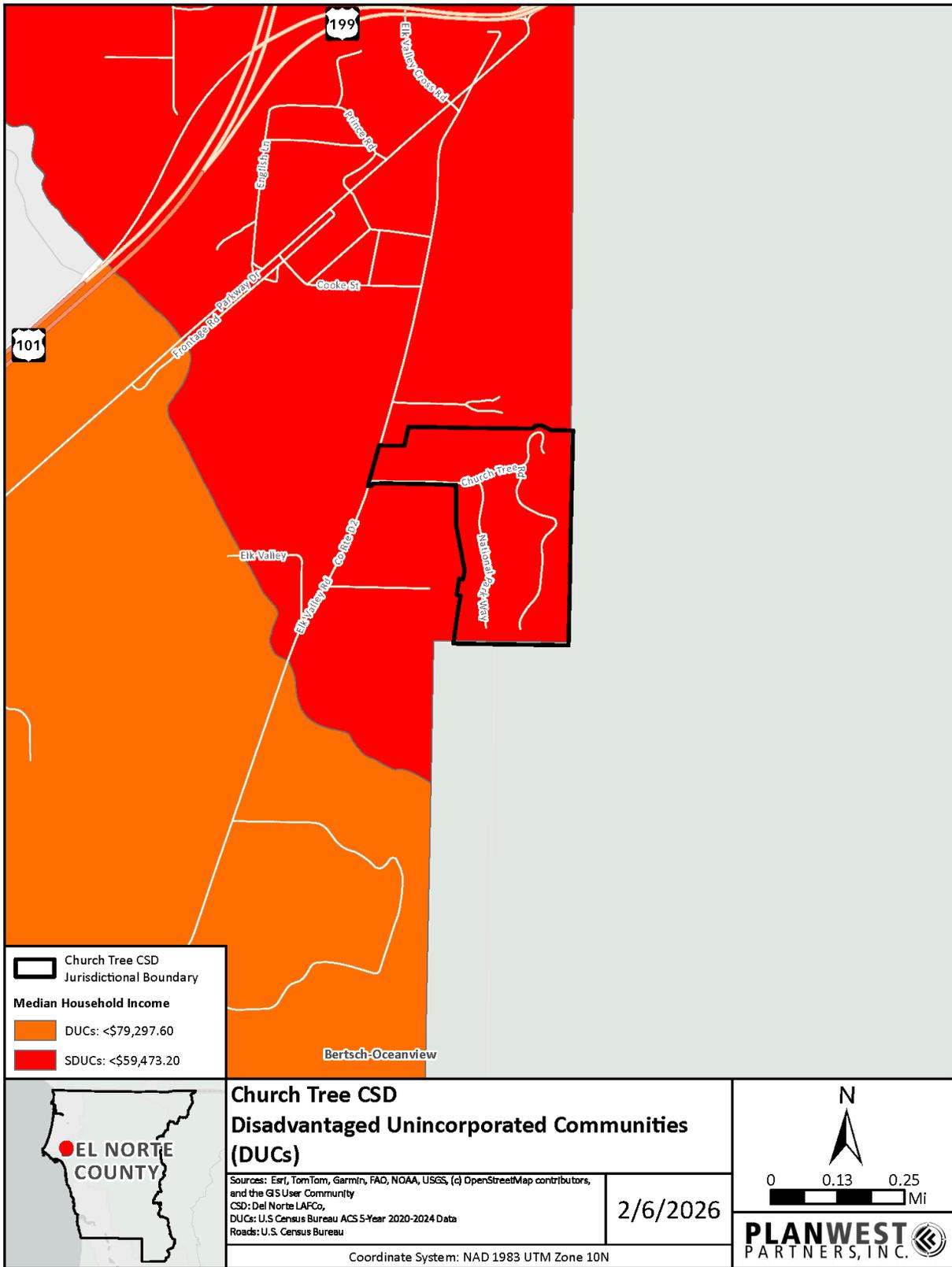


Figure 3: Church Tree CSD Disadvantaged Unincorporated Communities



Services & Infrastructure

Services Provided

The Crescent City water system provides water collection, treatment and distribution to the incorporated City of Crescent City, certain unincorporated areas near the city, and the Pelican Bay State Prison through a system comprised of one well, 60 miles of water mains to a population of approximately 14,000 residential customers and 1,600 wholesale customers with a total of 4,500 service connections.

As per Resolution 1971-51, Church Tree CSD contracts with the City of Crescent City to provide water services on behalf of the district. CTCSD owns the system, while the City maintains and manages it through its water department. The District is responsible for major repairs and system integrity. Main line repairs in excess of 10% of that years' water revenues shall be paid by the District and the District is responsible for all power and maintenance costs for the booster pump and storage reservoir. The City maintains water meters, service lines and appurtenances and is responsible for hook-up deposits and monthly billing pursuant to the City Water Ordinance. CTCSD is one of three Districts that contracts with Crescent City for water service. The Church Tree CSD owns the water storage and distribution system within its boundaries.

Water customers currently have water meters, and they are read on a regular basis by the City of Crescent City and billed accordingly. Church Tree CSD is responsible for passing and implementing water conservation measures and incentives to regulate and decrease water usage. There are currently no conservation regulations in place and no incentive to practice water conservation measures which are the subject of state legislation and expected to be required of water purveyors in the future. CTCSD should consider pro-actively implementing efficient water use and conservation measures now.

Water Demand and System Capacity

The Church Tree CSD serves approximately 49 people, purchasing water from the City of Crescent City rather than operating its own water source. Crescent City draws its water supply from the Smith River groundwater aquifer, located 8.5 miles north of the city. The Smith River drainage basin covers 700 square miles and produces approximately 2.9 million acre-feet of high-quality water per year (AFY), providing an abundant regional supply. Water is extracted via a Ranney well with a capacity of 6,700 AFY. Crescent City holds Water Resources Control Board permits authorizing diversions averaging 12.8 cubic feet per second (8.3 million gallons per day), with a maximum annual limit of 3,666 acre-feet.

Infrastructure Overview

Water from the Smith River is naturally filtered through the sand and gravel bed of the river and collected by intake lines 30 feet below the river. From there, water is pumped southward to the treatment facility off Kings Valley Road, where chlorine is added to meet State compliance standards. The City ceased adding fluoride on November 8, 2012, per ballot measure A.

The District currently utilizes the following infrastructure:

1. One pump,
2. One 30,000-gallon water tank,
3. Approximately 10,000 lineal feet of water line
4. Two fire hydrants
5. One standpipe
6. One pump house

The CTCSD's water system is capable of serving 40 connections and is therefore operating at 75% of its total service capacity. See Figure 4: Church Tree Infrastructure.

Infrastructure Needs and Deficiencies

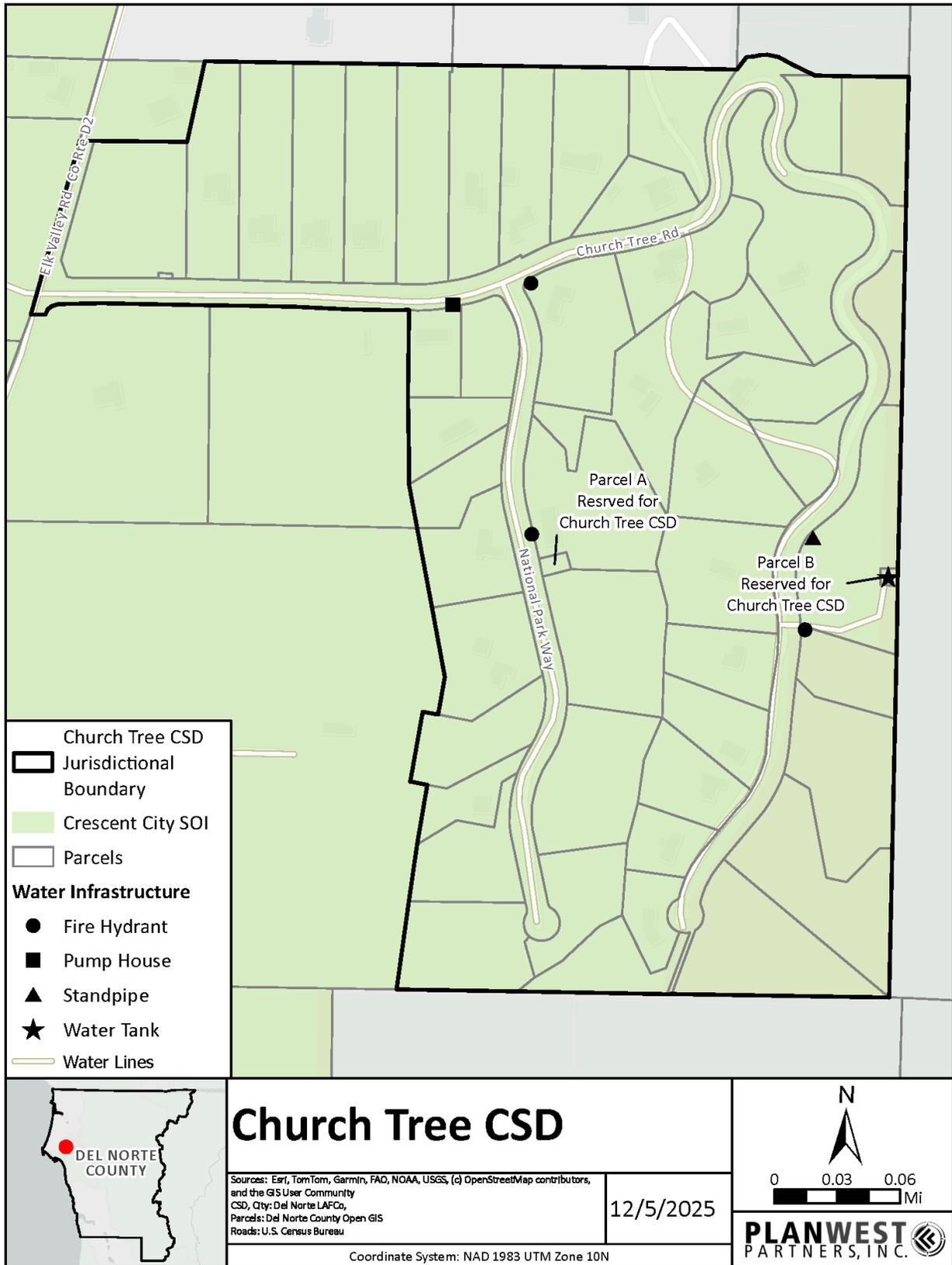
The District water tank, which provides storage for District residents, is a 30,000-gallon tank located on Parcel B, a 40-foot by 40-foot parcel owned by Church Tree CSD (see Figure 4). The tank parcel is immediately adjacent to Jedediah Smith Redwoods State Park, with old-growth forest at the property line. These site constraints, including the small parcel size and proximity to protected old-growth resources, limit options for future infrastructure expansion or major construction activity at this location.

A 15-foot access easement to the tank is referenced in the deed for 260 Church Tree Road and is depicted on the subdivision map. The water lines appear to follow an access path across 260 Church Tree Road; however, a professional 811 locate was authorized but has not yet been completed.

Planned Upgrades

The existing water tank has sustained roof damage due to falling tree limbs. A temporary cover is in place and an insurance claim is pending to cover more permanent repairs. Given the surrounding Redwood canopy and water tank age, a steel construction water tank is warranted. The upgrades are under consideration by the District.

Figure 4: Church Tree Infrastructure



Other Public Service Providers

County Services

The County of Del Norte provides general governmental services including social services, emergency services, planning, county roads and parks, etc. to the unincorporated areas of Del Norte County. Law Enforcement is provided by the Del Norte County Sheriff's Office.

Fire Services

Fire protection is provided by the Crescent City Fire and Rescue (CCFR). The CCFR boundary encompasses approximately 26 square miles of land area in Crescent City and to the north, east and south. It includes the unincorporated areas of Northcrest, Church Tree, Bertsch-Oceanview, Old Mill and West Washington Avenue. The district boundary extends north to the southerly portion of Lake Earl, and north of Highway 199 and Highway 101 interchange. The north boundary is coterminous with the southern boundary of the Fort Dick FPD. The CCFR responds from four fire stations, one owned by the City and three owned by CCFR. The CCFR boundary encompasses approximately 26 square miles of land area in the City and to the north, east and south.

Healthcare District

The Del Norte Healthcare District (DNHCD) serves all of Del Norte County, California, just south of the Oregon border along the Pacific coast. It serves a sparsely populated rural county with many low-income residents. The DNHCD provides funding and support for healthcare services; however, the district does not directly provide services. The District owned Wellness Center (20,000 ft²) completed in 2007, provides space for the Del Norte Community Health Center (part of Open Door Community Health Centers) and other health related service providers on a 11.9 acre site at Northcrest Drive and Washington Blvd. The Wellness Center site allows for the consolidation of several service providers in one location and is centrally located near the Sutter Coast Hospital and other existing complimentary health facilities and services.

Wastewater

Wastewater is not provided by the District. All residents of the CSD have private septic systems.

Shared Facilities & Services

As noted in the Services section above, Church Tree CSD contracts with the City of Crescent City to provide water services within the District. The District does not currently contract with other districts to receive or provide shared services or facilities.

Budget, Financials and Fees

The District's primary revenue sources include water fees and service fees (standby and hook-up fees). The District's primary operational expenditures are insurance, professional fees, utilities, and a department allotment. Table 2 below shows the Church Tree CSD's past three fiscal year budget summaries. The District has historically operated with excess revenues which were budgeted towards system upgrades and saved in capital improvement and emergency reserve

accounts. In fiscal years 2023–2024 and 2024–2025, a department allotment offset the District’s excess revenues, resulting in net income of \$0. Table 3 shows the Church Tree CSD balance sheet.

Table 2: Church Tree CSD Budget Summary

Category	FY 2022-23	FY 2023-24	FY 2024-25
Operating Expenses			
Insurance	\$1,000	\$1,500	\$1,500
Professional Services	\$1,500	\$3,000	\$2,800
Utilities	\$700	\$1,000	\$2,200
Department Allotment		\$5,200	\$5,200
Total Operating Expenses	\$3,200	\$10,700	\$11,700
Operating Revenues			
Property Tax – Cur. Secured	\$1,300	\$1,600	\$1,600
Property Tax – Sec. Supp.	\$10	\$25	\$25
Property Tax – Ur. Unsecured	\$30	\$50	\$50
Interest	\$1,400	\$2,000	\$3,000
HOPTR - Secured/Unsecured	\$25	\$25	\$25
Receipts (Prior Yr.)	\$7,600	\$7,000	\$7,000
Total Operating Revenues	\$10,365	\$10,700	\$11,700
NET INCOME	\$7,165	\$0	\$0

Table 3: Church Tree CSD Balance Sheet

Category	Amount
Assets	
Cash Church Tree CSD	\$150,712.79
Buildings & Improvements	\$49,115.39
Equipment	\$2,575.51
Less Accumulated Depreciation (Building)	(\$33,211.00)
Less Accumulated Depreciation (Equipment)	(\$903.00)
TOTAL ASSETS	\$168,289.69
Liabilities & Fund Equity	
Fund Balance	\$135,082.35
Investment in Fixed Assets	\$23,347.00
Revenue	\$13,290.34
Expenditures	(\$3,430.00)
TOTAL LIABILITIES & FUND EQUITY	\$168,289.69

Service Rates

Church Tree CSD Ordinance 95-5, as amended, establishes District water service policy, rules, and regulations. Water billing rates for Church Tree “water-only” accounts are shown on the City of Crescent City’s published Water and Sewer Fees schedule. The current monthly minimum bill for Church Tree water-only accounts includes: \$22.49 for water service (0–500 c.f.) plus a \$15.00 special district fee, for a \$37.49 minimum bill, with a \$100.00 deposit. Usage above 500 c.f. is billed at \$2.06 per 100 c.f. for Church Tree accounts.

The City’s published fee schedule describes new water connections as a standard capacity charge based on a single-family equivalency (SFE) of 250 gallons/day at \$2,700 per SFE, with the connection charge determined by estimated usage, as shown in Table 4 below

Table 4: Church Tree CSD Fee Schedule

Area	Water (0-500 c.f.)	Special Dist.	Min. Bill Amt.	Deposit
Church Tree	22.49	15.00*	37.49	100
Meadowbrook	22.49	4.5	26.99	100

* Church Tree Subdivision Accounts are charged \$2.06 for every 100 c.f. of usage above 500 c.f. for water.
Please note: 1 (One) Cubic Foot (c.f.) = 7.48 Gallons. Source: City of Crescent City Adopted water fee schedule

MUNICIPAL SERVICE REVIEW DETERMINATIONS

This chapter addresses the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56430). As part of the municipal service review process, LAFCo is required to make written statements of determinations in each of the categories listed below.

Growth and population projections

The Church Tree CSD has a permanent resident population of approximately 49. The District's growth potential is limited by the number of undeveloped parcels within its boundaries, and county-wide population has been declining at approximately 0.3% per year, suggesting little pressure for new development in the area. The proposed SOI expansion has mostly developed residential parcels, also with minimal growth opportunity,

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the Sphere of Influence

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including the Church Tree residential community. Church Tree CSD provides one of the three basic services - water service - to areas that are considered disadvantaged. Communities contiguous with the expanded SOI do not receive municipal water or wastewater services, only fire services from CCFR.

Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

The District currently provides adequate water service to its existing connections, from a City water line in Elk Valley Road. This addresses the District's supply needs and provides for anticipated future growth and demand.

Financial ability of agencies to provide services

Church Tree CSD past budget surpluses have allowed the District to build up capital and reserve funds. Primary revenue sources are water service fees. Primary expenditures include insurance, professional fees, utilities, and department (County Auditor) charges. While the District can continue to efficiently provide the current service offered, the existing infrastructure is aging. It is recommended that the District pursue adoption of a Capital Improvement Program (CIP) which would address the financing of future infrastructure upgrades.

Status of, and opportunities for, shared facilities

Other than its water purchase agreement with the City of Crescent City, the District does not contract with other agencies to share facilities or services. Geographical constraints limit opportunities to share facilities with adjacent local agencies. The CCFR tests fire hydrants within District boundaries as necessary

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

The Church Tree CSD is governed by a five-member elected Board of Directors serving four-year terms. Board meetings are subject to the Brown Act, which requires open and publicly noticed meetings. The District currently has board vacancies and lacks enough seated members to establish a quorum. The District is actively seeking residents to fill the vacant seats. State law provides a structured process for restoring governance capacity, including public notice requirements, appointment timelines, and the option to call an election. If the District is unable to fill vacancies within statutory timeframes, the County Board of Supervisors is authorized to appoint sufficient members to restore a quorum.

The District does not currently maintain a website. It is recommended that the District annually adopt a Resolution of Hardship to come into compliance with SB929 while it works to fulfill the requirements of the law.

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

There are no further matters to report related to the municipal water service provided by the Church Tree CSD.

SPHERE OF INFLUENCE DETERMINATIONS

Sphere of Influence Status

The District proposes to expand its SOI and anticipates serving areas beyond the current District boundary. Given that sufficient water supply and infrastructure are in place, expansion of the Church Tree CSD's SOI can be supported.

Present and planned land uses in the area, including agricultural and open-space lands.

Lands within the District are primarily designated residential and state and federal lands. The District is surrounded by resource lands, mostly state and federal lands. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area.

The Church Tree CSD is meeting the current water needs of its customers. The District does not anticipate significant growth or a substantial increase in service demands resulting from population growth. Future development within the District and SOI is expected to occur primarily on existing parcels, with some limited infill development associated with developing vacant parcels and accessory dwelling units.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The District provides adequate water services and has the capacity to meet the current and anticipated needs of its customers. The District's water supply is sourced from the City water line on Elk Valley Road, which does not appear to be in short supply in the current timeframe or in the foreseeable future. The District has no plans to significantly increase capacity. It is recommended that the District continue to pursue periodic system assessments and, where necessary, upgrades to address infrastructure needs and accommodate anticipated future growth and demand.

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 provides water service to the Church Tree community. There are no other known communities of interest in the area.

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 majority of Del Norte County’s population resides in unincorporated communities that qualify as disadvantaged. Church Tree CSD provides water service to a small area considered disadvantaged. There are no municipal sewer services within or adjacent to District boundaries; residents have private septic systems. Structural fire protection services are the responsibility of the Crescent City Fire and Rescue.

REFERENCES

Del Norte LAFCo, 2018. *Church Tree Community Services District Municipal Service Review & Sphere of Influence Update*, adopted September 24, 2018.

Church Tree Community Services District, 2015. *Municipal Service Review Questionnaire completed for Del Norte County LAFCo*. September 2015.

City of Crescent City, 2024. *Water and Sewer Fees: Water Service Areas and Fees*.(webpage)

Los Angeles County Registrar-Recorder/County Clerk (RR/CC), 2020. *How to Fill a Vacancy – Special District Office* (Election Information and Preparation Division), revised January 2020.

Lebowitz, David, 2025. *Church Tree CSD Images & emails – David Lebowitz* (correspondence). Provided to Del Norte LAFCo.

DEL NORTE LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 26-01

RESOLUTION OF THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION APPROVING THE CHURCH TREE COMMUNITY SERVICES DISTRICT MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

WHEREAS, the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 governs the organization and reorganization of cities and special districts by Local Agency Formation Commissions (LAFCO), as defined and specified in Government Code Sections 56000 et seq.; and

WHEREAS, the Del Norte Local Agency Formation Commission, hereinafter referred to as “Commission”, is authorized to conduct Municipal Service Reviews (MSR) and establish, amend, and update Spheres of Influence (SOI) for local governmental agencies whose jurisdictions are within Del Norte County; and

WHEREAS, the Church Tree Community Services District, hereinafter referred to as “Church Tree CSD” or “District”, filed a request for a sphere of influence amendment pursuant to Section 56425;

WHEREAS, the Commission conducted a MSR to evaluate the availability and performance of governmental services provided by the Church Tree CSD, pursuant to California Government Code Section 56430; and

WHEREAS, the District does not currently have enough members within its Board of Directors to take actions and conduct District business; and

WHEREAS, the Commission will be overseeing the District’s efforts to fill vacancies on its Board of Directors to ensure the District has a quorum; and

WHEREAS, the Commission conducted a SOI update for the District pursuant to California Government Code Section 56425, expanding the SOI to include five additional parcels; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on March 2, 2026; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56430 and 56425.

NOW, THEREFORE, IT IS RESOLVED, DETERMINED, AND ORDERED as follows:

1. This SOI Amendment proposal has been appropriately informed by the MSR prepared by the Commission.
2. The Church Tree CSD SOI Amendment is approved, supported by determinations made in the MSR, in anticipation of future annexation of the five parcels.
3. The Commission, as Lead Agency, finds the SOI Amendment is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining the amendment will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted. The information contained within the MSR may be used to consider future actions that will be subject to additional environmental review.
4. The MSR and SOI Update is assigned the following distinctive short-term designation: "Church Tree CSD MSR/SOI Update 2026".
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations for the agency under review included in the MSR/SOI Amendment, hereby incorporated by reference.
6. The Executive Officer shall revise the official records of the Commission to reflect this MSR/SOI update and is authorized to make non-substantive changes to the document as necessary.

BE IT FURTHER RESOLVED that the Church Tree CSD MSR/SOI Update 2026 is hereby approved and incorporated herein by reference and the District SOI is amended to include five additional parcels, as shown in Exhibit A, attached hereto.

THE FOREGOING RESOLUTION was introduced at a special meeting of the Del Norte Local Agency Formation Commission on the 2nd day of March 2026, and adopted by the following vote:

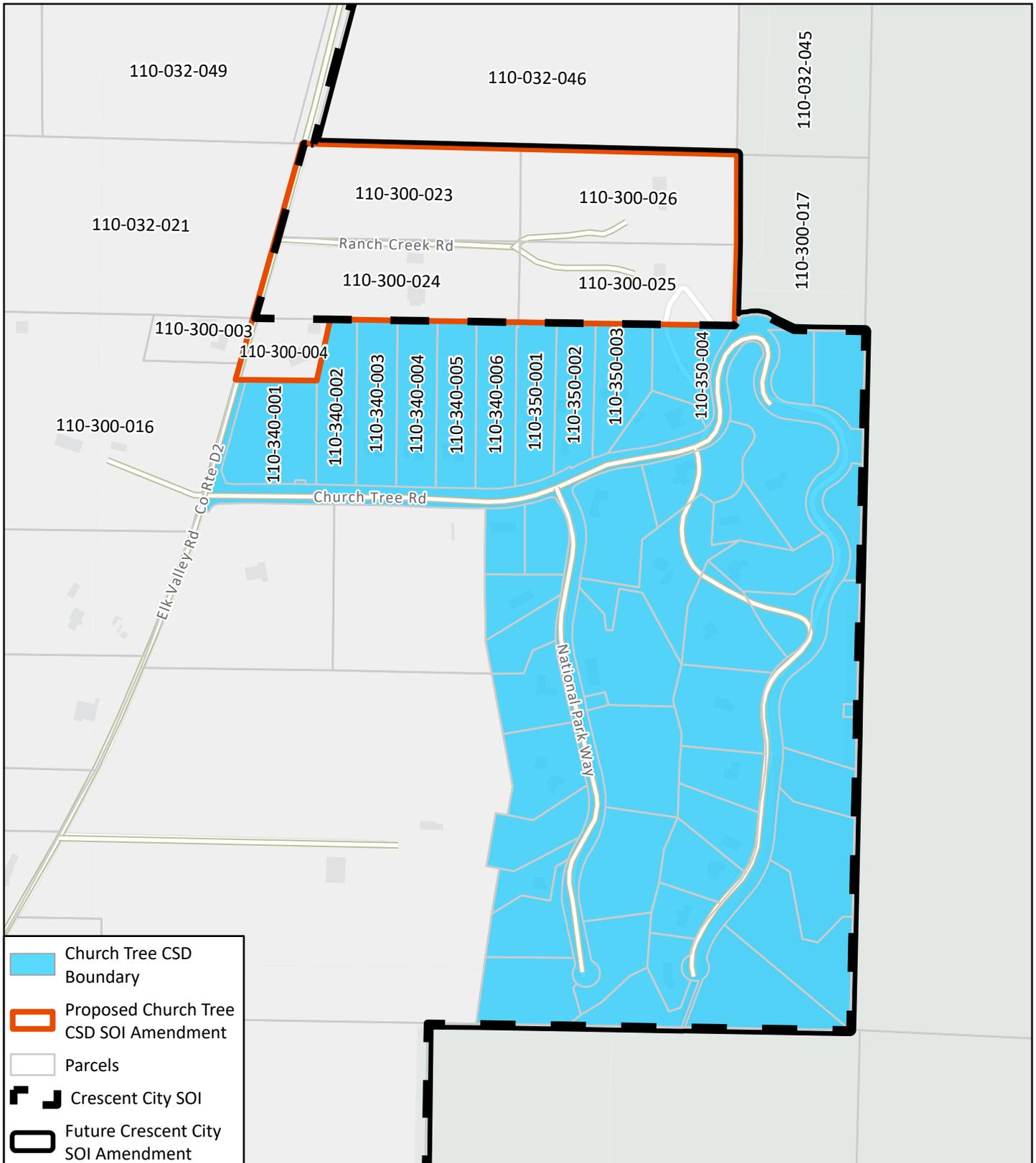
AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

Lyle Armstrong, Chair
Del Norte LAFCo

George Williamson, AICP, Executive Officer
Del Norte LAFCo

EXHIBIT A - Church Tree CSD Boundary and Proposed SOI Amendment Map



- Church Tree CSD Boundary
- Proposed Church Tree CSD SOI Amendment
- Parcels
- Crescent City SOI
- Future Crescent City SOI Amendment



Church Tree CSD Proposed SOI Amendment

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community
 CSD: Del Norte LAFCo,
 Parcels: Del Norte County Open GIS,
 Roads: U.S. Census TIGER/Line 2024 Roads Shapefile

2/13/2026



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Coordinate System: NAD 1983 UTM Zone 10N



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AGENDA ITEM 4.B.

MEETING DATE: March 2, 2026
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Church Tree Community Services District Out of Area Services Proposal

The Commission will consider approving a new water service connection request within the District's SOI, but outside its boundaries.

BACKGROUND

California Government Code Section 56133 requires cities and special districts to request and receive written approval from LAFCo before entering into agreements to provide new or extended services outside their jurisdictional boundaries. The Commission may authorize a district to provide new or extended services outside its jurisdictional boundaries but within its sphere of influence “in anticipation of a later change of organization”. Inclusion of an area to be served within the sphere of influence of the subject agency shall be sufficient to comply with this provision.

DISCUSSION

LAFCo has received an application for water services connections to three parcels adjacent to Elk Valley Road (APNs 110-300-004, -023, 024) which is located outside of the Church Tree Community Services District boundary but within its sphere of influence, as amended by the prior Commission hearing item. This would be a connection to an existing City of Crescent City water line in Elk Valley Road. There are two existing residences, adjacent to the proposed connection, that are currently served by the District and receiving water, that are covered in this application.

The proposed service is from a City main waterline, drawn from its Smith River collection point which connects to the City water services via Elk Valley Road. The water is treated before being pumped on the Elk Valley Road main. The subject lots are not proposed for inclusion in the District boundary. Wastewater is provided by onsite systems.

The current Del Norte County General Plan land use designation for parcels proposed to be connected is primarily residential.

ANALYSIS

The Commission considers requests for the extension of services pursuant to Government Code Section 56133. The Commission recognizes the importance of considering local conditions and circumstances when implementing these policies. Several components are especially relevant to this application:



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Criteria for Authorizations for Outside Service Area Requests

The Commission's policy clarifies that the Commission and the Executive Officer shall limit its outside service area authorizations to circumstances where:

A. Sufficient service capacity exists.

Staff Analysis: The proposed connections will have sufficient capacity from the City main supply water to the connected parcels.

B. Annexation would not be practicable.

Staff Analysis: Annexations involving territory located within the affected District's sphere of influence are generally preferred to out of agency service agreements. The Commission recognizes, however, there may be instances when out of agency service agreements are appropriate given local circumstances or conditions.

Since the District does not provide a full range of services to the parcels and the cost of annexation, monitoring, and maintenance would create a substantial financial burden for the District, annexation is not feasible at this time. However, the parcel owners have submitted annexation by petition forms for future annexation.

C. The outside service area request is determined by the Commission to be consistent with the policies adopted in and pursuant to the Cortese-Knox-Hertzberg Act.

Staff Analysis: There are no additional requirements for consideration under Government Code Section 56133 that should be considered by the Commission.

Environmental Review

All matters that involve discretionary action are subject to the applicable California Environmental Quality Act (CEQA) provisions. The Commission, as Lead Agency, finds the out of area service connection is exempt from further CEQA review pursuant to Title 14 California Code of Regulations Section 15061(b)(3), common sense exemption and Section 15303(d), New Construction or Conversion of Small Structures. This finding is based on the Commission determining the water service connections will have no possibility of significantly affecting the environment. The information contained within the MSR may be used to consider future actions that will be subject to additional environmental review.

RECOMMENDATION

Staff recommends the Commission adopt Resolution 2026-02, approving the proposed Church Tree CSD Out of Area service connections as outlined in the resolution.

ATTACHMENTS

A: Resolution 2026-02

DEL NORTE LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 26-02

RESOLUTION OF THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION AUTHORIZING THE CHURCH TREE COMMUNITY SERVICES DISTRICT TO PROVIDE WATER SERVICES OUTSIDE DISTRICT BOUNDARIES TO APNs 110-300-004, -023, AND -024.

WHEREAS, Del Norte Local Agency Formation Commission (hereinafter referred to as “Commission”) is responsible for authorizing cities and special districts to provide new or extended services by contract or agreement outside its jurisdictional boundaries in accordance with California Government Code Section 56133; and

WHEREAS, the Commission received an application from the Church Tree Community Services District (hereinafter referred to as “Church Tree CSD” or “District”) requesting to extend water services outside its jurisdictional boundaries and within its sphere of influence, as amended, to APNs 110-300-004, 110-300-023, and 110-300-024; and

WHEREAS, the District had already been providing water services to APN 110-300-004 and 110-300-024, both developed parcels with single family residences; and

WHEREAS, the District is pursuing the provision of water services to APN 110-300-023; and

WHEREAS, APN 110-300-023 is currently being developed with a single-family residence, with construction expected to be completed by April 2026; and

WHEREAS, the contractor developing APN 110-300-023 plans to directionally bore from the home site approximately 300 feet to where it would tie into the City water main and has obtained a County encroachment permit with conditions of approval; and

WHEREAS, the District has determined that the out of area service provision would be exempt under the California Code of Regulations Title 14, Chapter 3, Section 15303; and

WHEREAS, the Commission is only authorized to authorize the provision of new or extended services outside its jurisdictional boundary and outside its sphere of influence to respond to an existing or impending threat to the health or safety of the public or the residents of the affected territory, pursuant to California Government Code Section 56133; and

WHEREAS, the Commission may authorize the provision of new or extended services outside its jurisdictional boundary if the proposed service area is located within its sphere of influence and the action is made in anticipation of a later change of organization; and

WHEREAS, the Commission has amended the District’s sphere of influence by Resolution No. 2026-01 to include the three parcels that the District requested the extension of service provision for, in addition to two additional parcels that may require service in the future, at a Special Commission Meeting on March 2, 2026; and

WHEREAS, the property owners of APNs 110-300-004, 110-300-023, and 110-300-024 have submitted a Petition of Application for the annexation of their parcels in accordance with California Government Code 56650; and

WHEREAS, the District has expressed interest in the future annexation of these parcels into District boundaries; and

WHEREAS, the District does not currently have enough members within its Board of Directors to be able to take action; and

WHEREAS, the Commission will be overseeing the District's efforts to fill vacancies on its Board of Directors to ensure that future action pursuing annexation of the proposed service area occurs; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on March 2, 2026.

NOW, THEREFORE, IT IS RESOLVED, DETERMINED, AND ORDERED as follows:

1. The Commission, as lead agency, found that the proposal is categorically exempt from further review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), common sense exemption, and Section 15303(d), New Construction or Conversion of Small Structures; which exempts the construction and location of water mains and other utility extensions of reasonable length to serve such construction, and the Commission directs staff to file a Notice of Determination with the Del Norte County Clerk.
2. The Commission has considered the factors determined to be relevant to this proposal, including, but not limited to, Sphere of Influence and General Plan consistency, the Church Tree CSD Municipal Service Review, and other factors specified in Government Code Section 56133, and as described in the staff report.
3. The Commission authorizes the Church Tree CSD to provide water services outside its jurisdictional boundary to APNs 110-300-004, 110-300-023, and 110-300-024, subject to the following conditions:
 - a) The Church Tree CSD and property owners of the affected parcels shall enter into a recorded Covenant and Agreement Regarding Water Service to include a provision that limits the extension of water services to the existing permitted structures on the affected parcels, and not to any other properties. Any expansion or intensification of water services on said properties shall be considered a new request, subject to LAFCo review. This Covenant and Agreement shall automatically terminate at such time as the properties are annexed to the Church Tree CSD.

- b) The District must apply to LAFCo for the authorization of any future extension of water service to parcels outside of its jurisdictional boundaries.
- c) The District shall provide LAFCo with a copy of the encroachment permit obtained by the contractor of APN 110-300-023 for work to be completed on and along Elk Valley Road.
- d) The Church Tree CSD shall provide LAFCo with final plans and recorded easements showing the location of all water infrastructure improvements.
- e) All LAFCo fees must be paid in full prior to the extension of service authorization becoming effective.

BE IT FURTHER RESOLVED that the Church Tree CSD is hereby authorized to provide water services outside District boundaries to APNs 110-300-004, 110-300-023, and 110-300-024.

THE FOREGOING RESOLUTION was introduced at a special meeting of the Del Norte Local Agency Formation Commission on the 2nd day of March 2026, and adopted by the following vote:

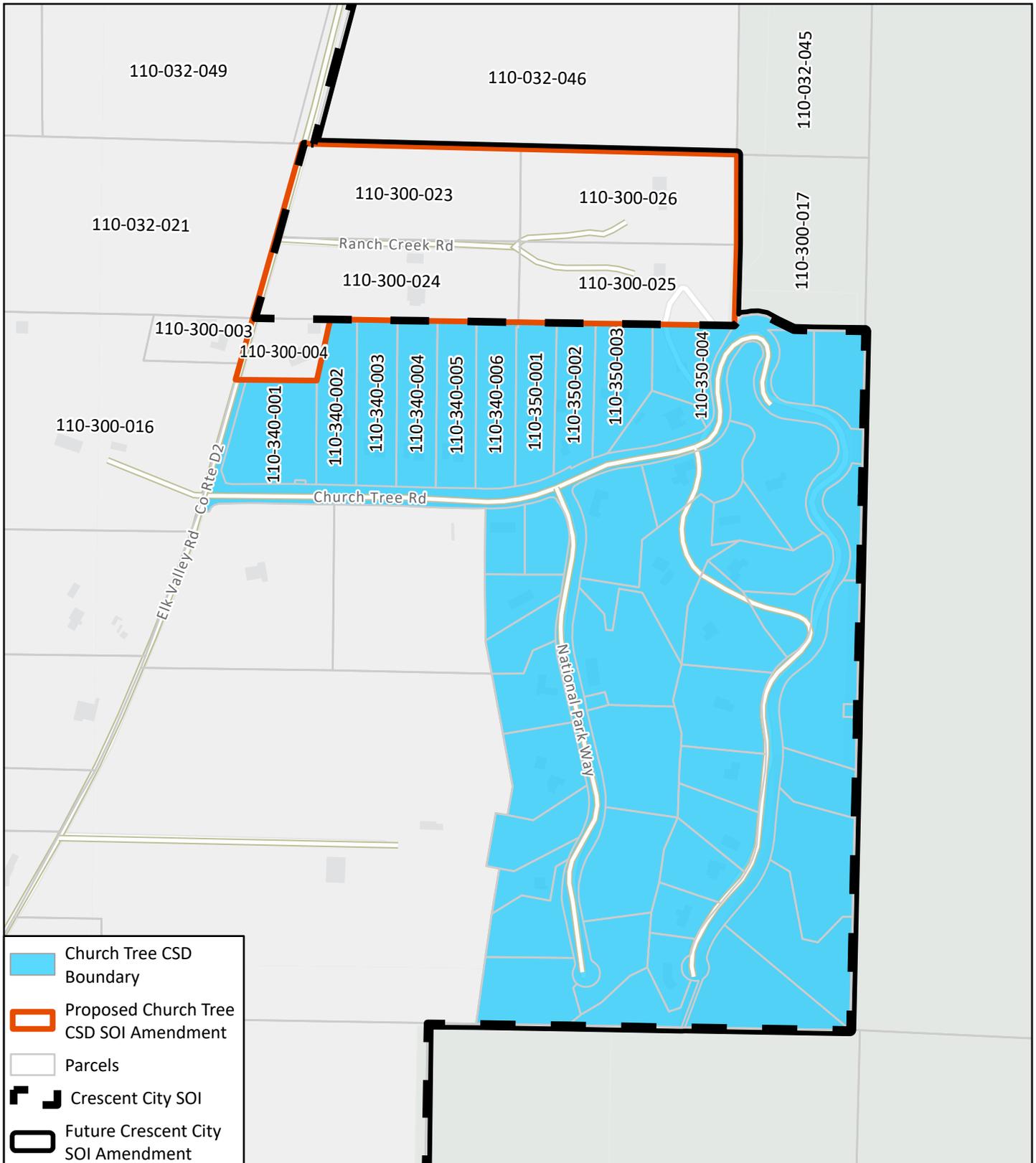
AYES:
 NOES:
 ABSENT:
 ABSTAIN:

Attest:

 Lyle Armstrong, Chair
 Del Norte LAFCo

 George Williamson, AICP, Executive Officer
 Del Norte LAFCo

EXHIBIT A - Church Tree CSD Proposed SOI Amendment Map



- Church Tree CSD Boundary
- Proposed Church Tree CSD SOI Amendment
- Parcels
- Crescent City SOI
- Future Crescent City SOI Amendment



Church Tree CSD Proposed SOI Amendment

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community
 CSD: Del Norte LAFCo,
 Parcels: Del Norte County Open GIS,
 Roads: U.S. Census TIGER/Line 2024 Roads Shapefile

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PLANWEST
 PARTNERS, INC.

Coordinate System: NAD 1983 UTM Zone 10N



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AGENDA ITEM 5.A.

MEETING DATE: March 2, 2026
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Revised 2026 Meeting Dates

BACKGROUND

The Commission generally meets on the fourth Monday of every other month, unless rescheduled due to holidays or other considerations. At the Commission’s November 24, 2025, Regular Meeting, the 2026 meeting dates below were approved:

January 26, 2026	Regular Meeting
March 23, 2026	Regular Meeting - Draft Budget
May 25, 2026	Regular Meeting - Final Budget
July 27, 2026	Regular Meeting
September 28, 2026	Regular Meeting
November 23, 2026	Regular Meeting (may change due to holiday)

DISCUSSION

Staff has determined that the May 25, 2026, Regular Commission meeting will need to be rescheduled due to the Memorial Day holiday. LAFCo is required by state law to adopt a final budget by June 15th; as such, this meeting may not be rescheduled any later than June 15th. Through communication with the County Clerk of the Board, the following dates have been identified for rescheduling:

- May 18th
- June 1st

For these dates, the Commission meeting would need to end by 4:55 PM. The Commission may keep the standard start time of 4:00 PM, or may elect to begin the meeting sooner. The Clerk of the Board has indicated that the Chambers are available anytime before 4:00 PM as of February 25, 2026.

RECOMMENDATION

Staff recommends the Commission discuss the options for rescheduling the May 25, 2026, meeting and provide direction to staff.