



**REGULAR COMMISSION MEETING**  
Del Norte Local Agency Formation Commission  
March 23, 2026 – 4:00 PM  
*Del Norte County Board of Supervisors Chambers*  
*Flynn Center - 981 H St. Crescent City, CA 95531*

**MEETING AGENDA**

1. Call to Order/Roll Call

A. Roll Call

B. Appointment of Chair & Vice-Chair for 2026 (ATTACHMENT 1B)

*The Commission will appoint a Chair and Vice-Chair to preside over the remainder of the 2026 calendar year, beginning after the March 23, 2026, Regular Commission meeting.*

2. Public Comment

*The public is invited to comment regarding any item not scheduled for discussion as part of this agenda, and that is within LAFCo subject matter jurisdiction. No action may be taken on any item not appearing on the agenda. Comments are limited to three minutes in length.*

3. Consent Calendar

A. November 24, 2025 Meeting Minutes (ATTACHMENT 3A)

B. March 2, 2026 Meeting Minutes (ATTACHMENT 3B)

4. Public Hearings

A. Gasquet CSD MSR/SOI Update (ATTACHMENT 4A)

*The Commission will consider adopting Resolution 26-03, approving the Gasquet CSD MSR/SOI Update.*

B. Proposed FY 2026-27 Budget (ATTACHMENT 4B)

*The Commission will consider adopting Resolution 26-04, adopting the Proposed FY 2026-27 Budget and authorizing it to be circulated to local funding agencies for their review.*

5. Regular Business

A. FY 2025-26 Mid-Year Budget Review (ATTACHMENT 5A)

*Staff will provide a report on the mid-year budget actuals for FY2025-26. The Commission will receive and file. This item is informational only.*

B. Brown Act Update from County Counsel (ATTACHMENT 5B)

*Staff will provide an overview of recent Brown Act updates enacted by SB 707 and how those changes impact LAFCo. The Commission will receive and file. This item is informational only.*

6. Inquiries, Correspondence, Application Status, and Referrals

*At the discretion of the Chair, members of the public may provide comments on the following items reported on by the Executive Officer. The Commission may provide general direction to staff for future action.*

A. Form 700, Ethics, and Fiscal Training Requirements (ATTACHMENT 6A)

B. FY2026-27 MSR Compliance Workplan (ATTACHMENT 6B)

## REGULAR COMMISSION MEETING

March 23, 2026

- C. Status of Current and Future Applications (ATTACHMENT 6C)
  - D. CALAFCO-U LAFCO 201 Informational Session (ATTACHMENT 6D)
  - E. Proposed Staffing Services Transition for FY2026-27 (Verbal Report)
7. Commissioner Announcements  
*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).*
8. Adjournment  
The next Special Commission Meeting is scheduled for May 18, 2026, at 4:00 pm at the Flynn Center Board of Supervisors Chambers, located at 981 H St., Crescent City, CA 95531.

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*Notice:*

This agenda has been posted at least 72 hours prior to the meeting in a location freely accessible to members of the public, in accordance with the Brown Act. The full agenda packet (including staff reports) is also available on the LAFCO website at [www.delnortelafo.org](http://www.delnortelafo.org).

For agenda items, the public is invited to make comments at the time the item comes up for consideration by the Commission. The Chair will call for public comment as each item is heard by the Commission. For items not appearing on the agenda, the public is invited to make 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.

*FPPC - Notice to All Parties and Participants in LAFCO Proceedings:*

State law requires that a participant in LAFCO proceedings who has a financial interest in the decision and who has made a campaign contribution to any Commissioner in the past year must disclose the contribution. If you are affected, please notify LAFCO staff at [eo@delnortelafo.org](mailto:eo@delnortelafo.org) before the hearing.

*Americans with Disabilities Act:*

Commission meetings are held in a wheelchair accessible facility. Individuals requiring special accommodation to participate in this meeting are requested to contact the LAFCO representatives at [eo@delnortelafo.org](mailto:eo@delnortelafo.org). Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

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**AGENDA ITEM 1.B.**

**MEETING DATE:** March 23, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Appointment of Chair and Vice Chair for 2026  
*The Commission will appoint a Chair and Vice-Chair to preside over the remainder of the 2026 calendar year, beginning after the March 23, 2026, Regular Commission meeting.*

**BACKGROUND**

It is the policy of the Commission to annually designate a Chair and Vice Chair among its regular members. The table below shows a five-year history of officer positions.

Year	Chair	Vice-Chair
2025	Lyle Armstrong	Dean Wilson
2024	Blake Inscore	Dean Wilson
2023	Darrin Short	Blake Inscore
2022	Darrin Short	Jason Greenough
2021	Jason Greenough	Darrin Short

**DISCUSSION**

The designated Chair would preside over the next meeting and all future meetings for 2026 unless otherwise preferred.

**RECOMMENDATION**

Staff recommends the Commission appoint a Chair and Vice Chair for the 2026 calendar year.



**REGULAR COMMISSION MEETING**  
Del Norte Local Agency Formation Commission  
November 24, 2025 – 4:00 PM  
*Del Norte County Board of Supervisors Chambers*  
*Flynn Center - 981 H St. Crescent City, CA 95531*

***DRAFT MEETING MINUTES***

1. Call to Order/Roll Call

The meeting was called to order at 4:10 PM.

A. Roll Call:

Commissioners Present: Chair Armstrong; Regular Commissioner Wilson; Alternate Commissioner Starkey

Commissioners Absent: Regular Commissioners Greenough, Short, and Wright

2. Public Comment

Alicia Williams suggested trainings for Library staff and asked that LAFCo take library oversight seriously to rectify library issues.

3. Consent Calendar

A. Draft September 29, 2025 Meeting Minutes

**On a motion** by Commissioner Wilson, seconded by Alternate Commissioner Starkey, and carried by a 3-0 voice vote, the Commission approved the meeting minutes.

4. Public Hearings

A. Big Rock CSD MSR/SOI Update

Executive Officer Williamson presented the staff report and draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update. He expressed appreciation for Big Rock Community Services District (CSD) Board assistance in the process. Big Rock CSD Board President Hank Akin voiced appreciation for the MSR and requested clarifications that proposed SOI expansion would not be an obligation of the District, but a Commission recommendation, as the District lacks funding for proposed requirements.

Alternate Commissioner Starkey questioned the obligation status for the District and Executive Officer Williamson confirmed that proposals in the MSR/SOI update are recommendations, not binding obligations. Alternate Commissioner Starkey requested board approval of sphere of influence expansion.

**On a motion** by Alternate Commissioner Starkey, seconded by Commissioner Wilson, and carried by a 3-0 voice vote, the Commission adopted Resolution 2025-05.

B. Del Norte Resource Conservation District (RCD) SOI Update Application & MSR

## REGULAR COMMISSION MEETING MINUTES

November 24, 2025

Executive Officer Williamson presented the staff report, the Draft MSR for the Del Norte RCD, the proposed sphere amendment for the District, and other hearing items.

Del Norte RCD District Manager Becky Crockett explained that her sister Linda Crockett kept the RCD active during lean years, and that funding is now available to support countywide expansion. The district was originally initiated in 2005 by Brian Ferguson as a forum for farmers dealing with Canada geese and Roosevelt elk management issues. Its focus has since broadened to include wildfire resilience, water quality, stream restoration, and agricultural land restoration. Recent funding includes \$17,000 from the North Coast Resource Partnership and \$250,000 for a wildfire resilience collaboration, and there are emerging partnership opportunities with Caltrans for restoration projects.

RCD Board Member Rob Miller noted that the RCD's first 10 to 15 years were focused on Smith River Basin farmland. He said that expanding the district would enable partnerships with additional organizations and help bring more funding into Del Norte County.

Public commenter Alicia Williams stated that she hopes for overlap with existing government projects (NOAA, California Fish & Wildlife).

Alternate Commissioner Starkey noted the RCD's audit and website requirements. Board members commented that the proposed expansion would enable the district to secure funding needed to complete its audit and develop a website. They also acknowledged the RCD's partnership with Elk Valley Rancheria and the Tolowa Tribe.

**On a motion** by Commissioner Wilson, seconded by Alternate Commissioner Starkey, and carried by a 3-0 voice vote, the Commission adopted Resolution 2025-06.

### C. Del Norte County Library District MSR/SOI Update

Executive Officer Williamson presented the Draft MSR/SOI for the Library District and other hearing materials. He expressed appreciation for the Library Board's assistance in the drafting of the document.

The new Director of the Del Norte County Library District, Beth Quartsy, responded that the district lost its California Literary Services (CLS) grant earlier in the year and is conducting forensic accounting in response. She reported that a \$400,000 KPN grant has been secured through December 2026 and that a new bookkeeper has been hired to strengthen financial management. Program goals include replacing the lost CLS funding, building a youth peer tutoring program in partnership with school districts, and hiring two learning facilitators to coordinate the program. She noted that current capacity includes 32 enrolled learners, 12 trained tutors, 4 GED students, and 63 learning sessions, and that there is potential for future expansion into correctional institutions. A District Board Member also spoke briefly regarding Library issues.

## REGULAR COMMISSION MEETING MINUTES

November 24, 2025

Public commenter Sarah Philbrook shared her personal literacy story - learned to read at age 21 through library program in 3 months. Public commenter Alicia Williams stated that there were multiple inaccuracies in the MSR, including that career pathways services, such as Coursera, are no longer provided. She also said that the CLS framework's asset-based approach has not been fully implemented, and raised concerns regarding trustee judgment and ethics, as well as reports of discrimination involving people with hygiene issues.

Public commenter Phoebe Linhart stated that the Del Norte Reads program had previously been very successful with \$77,000 in CLS funding. She noted that the program lost its CLS association in April 2025 due to compliance issues and expressed concern about the library's capacity to manage a \$400,000 federal grant.

Alternate Commissioner Starkey stated that the SOI remains unchanged and that the MSR acknowledges existing issues and the corrective actions needed. Chair Armstrong emphasized the need for strategic planning with stakeholder input, and Commissioner Wilson expressed support for the new leadership.

**On a motion** by Alternate Commissioner Starkey, seconded by Commissioner Wilson and carried by a 3-0 voice vote, the Commission adopted Resolution 2025-07.

### 5. Regular Business

#### A. CALAFCO Conference Report

EO Williamson reported that sessions are recorded and now available online for review. Topics covered include technology modernization, farmland/housing legislation, and regulatory updates.

#### B. Current & Pending Applications

EO Williamson stated that the State Water Resource Board consolidation effort between the Jedediah Smith HOA and HRC is ongoing. The preliminary engineering report has been completed. Commission continuing to advise on procedures.

#### C. 2026 Meeting Dates

EO Williamson presented the staff report on 2026 Regular meeting dates. The Commission received and filed this report.

### 6. Inquiries, Correspondence, Application Status, and Referrals

#### A. Staff

No comments by staff.

#### B. Commission

No comments by Commissioners.

**REGULAR COMMISSION MEETING MINUTES**  
**November 24, 2025**

7. Adjournment

The meeting was adjourned at 5:06 P.M. The next Regular Commission Meeting is scheduled for January 26, 2026, at 4:00 pm at the Flynn Center, located at 981 H St., Crescent City, CA 95531.



## SPECIAL COMMISSION MEETING

Del Norte Local Agency Formation Commission

March 2 2026 – 4:00 PM

*Del Norte County Board of Supervisors Chambers*

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

### **DRAFT MEETING MINUTES**

1. Call to Order/Roll Call

The meeting was called to order at 4:00 PM.

A. Roll Call

Commissioners Present: Chair Armstrong; Regular Commissioners Greenough, Short, Wilson, and Wright; Alternate Commissioner Tinkler.

Staff Present: EO Williamson; Legal Counsel/Acting Clerk Nicole Trinidad and Legal Counsel Jackie Roberts; LAFCo Staff Blodgett

2. Public Comment

Seahorse Resilience Command Founding Partner Jeff Dunlap and Managing Member Michelle Dunlap spoke about their coalition efforts to offer a water-based alternative to the people of the community when road closures are affecting transportation in and out of Del Norte County.

3. Consent Calendar

There was no consent calendar.

4. Public Hearings

A. Church Tree CSD MSR/SOI Update

Executive Officer Williamson presented the staff report, other public hearing materials, and the staff recommendation to approve the MSR/SOI Update. Public comment was provided by Church Tree CSD Representatives Jim Nelson and Mario Westphal. They provided comment on District activities and goals and their efforts to fill vacancies on the District Board.

Crescent City Manager Eric Weir discussed the City water line on Elk Valley Road and connections to that line for the District. He clarified that the \$2,500 Connection Fee was payable to the City and that any CSD connection fees would be separate. District representatives, Commissioners, and City representatives held discussion on these clarifications.

Jeremy LaFazio of LNL Design and Construction provided comments on his work and the status of the new house construction on Elk Valley Road where the connection was proposed. He clarified that as the contractor for the project, all necessary permits were obtained and that the requirement LAFCo approval of the connection was overlooked throughout the process. He also commented on the prior connections on Ranch Creek Drive.

Commissioners requested clarification regarding the proposed SOI Amendment for water only services and clarified to District representatives the difference between annexation and sphere of influences.

## SPECIAL COMMISSION MEETING MINUTES

March 2, 2026

**On a motion** by Commissioner Short, seconded by Commissioner Wilson, and carried by a 5-0 roll call vote, the Commission adopted Resolution 2026-01, approving the Church Tree CSD MSR/SOI Update.

### B. Church Tree CSD Out of Area Services Extension

Executive Officer Williamson presented the hearing material and staff recommendation.

Church Tree representatives and City representatives commented on District services and how out of area services would be from separate connections to the City line in Elk Valley Road. Commissioners noted that most of the discussion pertinent to this item was covered in Agenda Item 4A. No additional questions.

**On a motion** by Commissioner Wilson, seconded by Commissioner Greenough, and carried by a 5-0 roll call vote, the Commission adopted Resolution 2026-02, approving the out of area services extension to Church Tree CSD.

## 5. Regular Business

### A. 2026 Meeting Dates

Commissioners held discussion on their availability for either May 18<sup>th</sup> or June 1<sup>st</sup> as the rescheduled Commission meeting instead of May 25<sup>th</sup>. Quorum was determined for May 18<sup>th</sup>; staff indicated they would make the necessary changes to finalize May 18<sup>th</sup> as the updated Commission meeting date.

## 6. Inquiries, Correspondence, Application Status, and Referrals

### A. Staff

No comments by staff.

### B. Commission

No comments by Commissioners.

## 7. Adjournment

The meeting was adjourned at 4:35 P.M. The next Regular Commission Meeting is scheduled for March 23, 2026, at 4:00 pm at the Flynn Center, located at 981 H St., Crescent City, CA 95531.



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### **AGENDA ITEM 4.A.**

**MEETING DATE:** March 23, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Gasquet CSD -Municipal Service Review (MSR) and Sphere of Influence (SOI) Update  
*The Commission will consider Adopting Resolution 26-03, approving the Gasquet CSD MSR/SOI Update.*

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### **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.

As part of the Commission’s work plan, staff has been preparing a MSR / SOI Update for Gasquet CSD. This Commission Draft MSR/SOI Update replaces the District’s prior MSR and evaluates Gasquet CSD’s ability to continue providing municipal water service to the Gasquet community.

### **DISCUSSION**

Gasquet Community Services District (“Gasquet CSD” or “District”) was formed in 1968 to provide domestic water service to the unincorporated community of Gasquet. Currently, the District has approximately 243 active connections and typically uses around 80 acre-feet (af) of water per year. Recently, the District amended its monthly water service rates to increase five percent annually for five years beginning in 2025. Water rates and service fees finance District infrastructure maintenance and improvements. The District also recently installed 3,000 feet of water main and seven fire hydrants into an underserved area within the Gasquet community, increasing its total number of connections and fire protection capacity.

It is LAFCo’s standard practice to ensure that district boundaries match Tax Rate Area (TRA) boundary lines as set by the California State Board of Equalization (BOE). As part of this MSR/SOI Update, minor discrepancies between the District’s boundaries on file and TRA boundaries were identified and are proposed to be rectified. There is no proposed update to the District’s sphere of influence.

A Draft MSR/SOI update was written and distributed to the Plant Supervisor, John Angst, and District Board Chair, Steven Kasmar, for review. No comments or revisions were provided by District representatives. Representatives from Gasquet CSD were invited to attend the Public



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Hearing on March 23, 2026. This Commission Draft MSR/SOI Update is now being brought to the Commission for consideration as part of a noticed public hearing.

#### **RECOMMENDATION**

LAFCo staff recommends the Commission adopt Resolution 26-03, thereby approving the Commission Draft of the Gasquet Community Services District Municipal Service Review and Sphere of Influence Update.

#### **ATTACHMENTS**

- A: Gasquet CSD Commission Draft MSR/SOI Update
- B: Draft Resolution 26-03

Municipal Service Review  
and Sphere of Influence Update for  
**Gasquet Community Services District**



Del Norte  
Local Agency Formation Commission

*Commission Draft – March 2026*

## **Del Norte Local Agency Formation Commission**

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### **Commissioners**

Lyle Armstrong	Chair, Public Member
Dean Wilson	Vice Chair, County Member
Darrin Short	County Member
Isaiah Wright	City 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, Administrator

Louis Choy, GIS Analyst

Jacqueline Roberts, Legal Counsel

Nikole Trinidad, Clerk

### **Acknowledgements**

LAFCo staff would like to thank the contributors to this Municipal Service Review. Input instrumental in completing this report was provided by the Gasquet CSD General Manager John Angst. This report would not have been possible without the District's assistance.

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## INTRODUCTION

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This report is prepared pursuant to legislation enacted in 2000 that requires Local Agency Formation Commissions (LAFCo) 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 Gasquet Community Services District (CSD).

### 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 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:

- Growth and population projections for the affected area;
- The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence (effective July 1, 2012);
- 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);
- Financial ability of the agency to provide services;
- Status of, and opportunities for, shared facilities;
- Accountability for community service needs, including governmental structure and operational efficiencies; and
- 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 sphere of influence of the District. Markedly, spheres of influence 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, State of California Public Drinking Water Watch, and district plans.
- Demographic data: U.S. Census Bureau; Department of Finance.
- Drought data: US Drought Monitor

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.

# GASQUET COMMUNITY SERVICES DISTRICT

## Overview

Gasquet Community Services District (herein referred to as “Gasquet CSD” or “District”) was formed in 1968 to provide domestic water service to the unincorporated community of Gasquet. Gasquet is approximately 21 miles northeast of Crescent City along Highway 199 and is located within the Smith River National Recreation Area and surrounded by the Six Rivers National Forest. The Gasquet community is bisected by the Smith River and approximately ten minutes away from the nearby community of Hiouchi to the southwest.

**Table 1: Gasquet CSD Agency Profile**

<b>Formation</b>	
<b>Agency Name</b>	Gasquet Community Services District
<b>Date of Formation</b>	September 6, 1968
<b>Enabling Legislation</b>	Community Service District Law, CA Government Code § 61000
<b>Contact</b>	
<b>Contact</b>	John Angst, General Manager
<b>Alternate Contacts</b>	Steve Kasmar, Board Chair
<b>E-mail</b>	<a href="mailto:GCSD1@outlook.com">GCSD1@outlook.com</a> <a href="mailto:bigtunachef@netscape.net">bigtunachef@netscape.net</a>
<b>Website</b>	<a href="http://www.gasquetcsd.org/">www.gasquetcsd.org/</a>
<b>District Office</b>	250 Middle Fork Gasquet Road
<b>Mailing Address</b>	P.O. Box 86 Gasquet, CA 95543
<b>Phone/ Fax</b>	Phone: (707) 457-3124 Water Plant Phone: (707) 457-3107
<b>Services</b>	
<b>Services Provided</b>	Water
<b>Areas Served</b>	Gasquet

## Formation and Principal Act

Gasquet CSD was formed as a California special district by Resolution of the Del Norte County Board of Supervisors on September 6, 1968, and is authorized to “supply water for domestic use, irrigation, sanitation, fire protection, and recreation” under the Community Services District Law (Government Code §61000, et seq.). Other services, facilities, functions, or powers enumerated in the District’s principal act but not identified in the formation resolution are “latent,” meaning that they are authorized by the principal act under which the District is formed but are not being exercised. Latent powers and services activation require LAFCO authorization as indicated in Government Code §25213.5. Examples of latent powers for Gasquet CSD could include the following services:

- 1) Sewage, waste and storm water collection, treatment;
- 2) Garbage or refuse matter collection or disposal of;

- 3) Fire Protection;
- 4) Public recreation: parks, playgrounds, swimming pools or recreational buildings;
- 5) Street lighting;
- 6) Mosquito abatement; and
- 7) The equipment and maintenance of a police department or other police protection to protect and safeguard life and property.

**Boundary and Sphere of Influence**

Gasquet CSD currently encompasses approximately 1,140 acres in the Gasquet area of the County (Figure 1). This area is largely forested, surrounded by the Six Rivers National Forest, and is bisected by the Smith River. Residences are primarily concentrated centrally in the District’s boundary off of Highway 199. Being an unincorporated and rural community, the Gasquet area has a small and primarily recreation-oriented commercial center that includes a small market, vacation rentals, post office, elementary school, and the Ward Field Airstrip. Additionally, Gasquet has a few administrative offices including the Gasquet Ranger District office, Gasquet Fire Protection District fire station, and the Gasquet post of the American Legion, a national veteran’s service organization.

It is LAFCo’s standard practice to ensure that district and city boundaries match Tax Rate Area (TRA) boundary lines as set by the California State Board of Equalization (BOE). As part of this MSR/SOI Update, the District’s boundaries will be adjusted to follow the TRA boundary. The areas outside of the TRA boundary but within the District’s sphere are heavily forested and are not developed with residences. Revised, the District’s boundary will encompass approximately 1,032 acres.

In recent years, the District has not undergone many boundary changes. Annexations that have occurred since the District’s formation are below (Table 2). There are not any current plans to pursue the annexation of additional territory.

**Table 2: Gasquet CSD Annexation History**

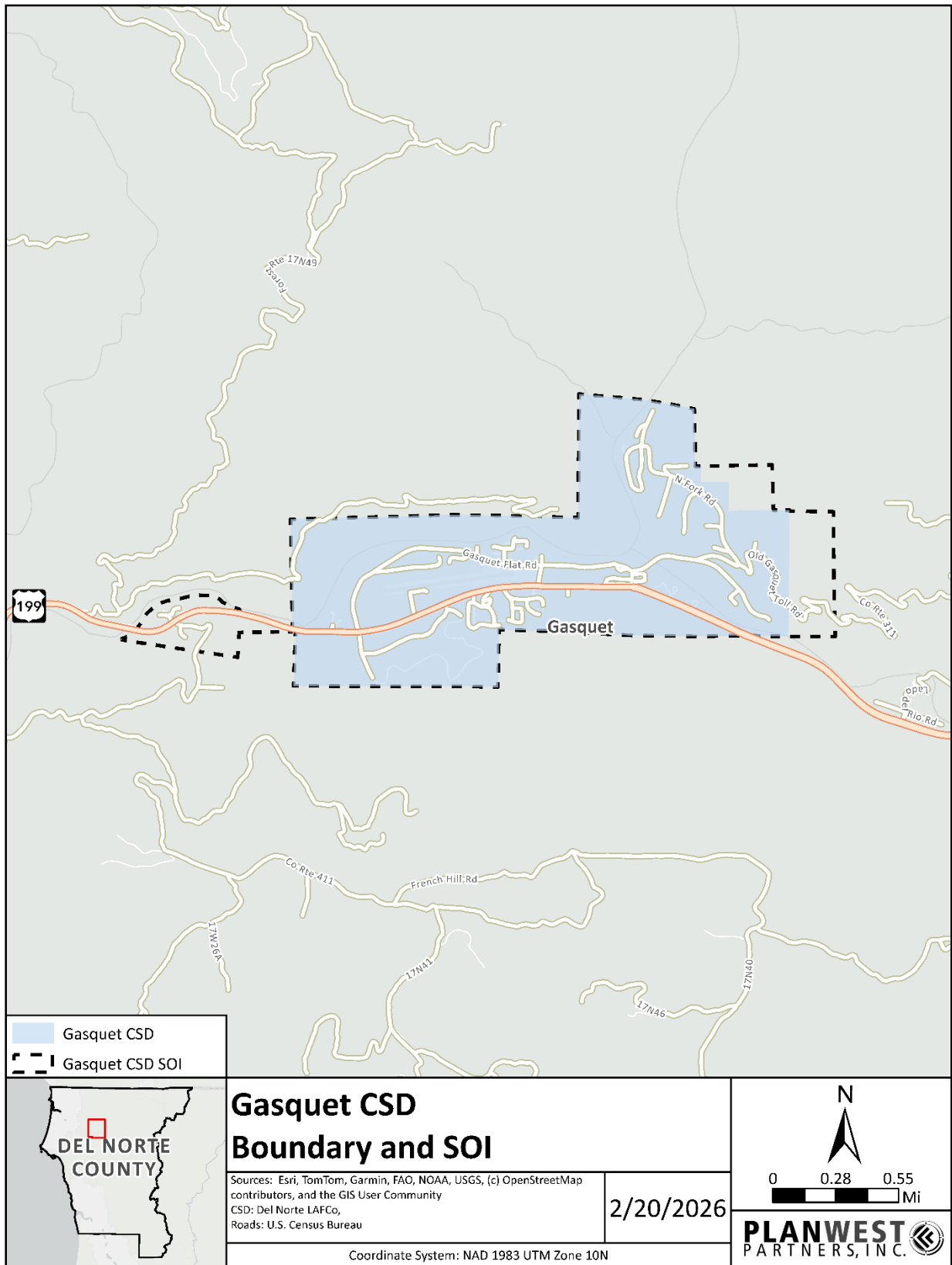
Annexation Name	Annex Year	Reason for Annexation	Acreage	Land Uses	LAFCo Resolution No.
<b>Annexation No. 1</b>	1968	Gasquet CSD wished to provide water service to the area	~13.13 acres	Residential, State and Federal lands	68-4-8
<b>Annexation No. 2, Lehman Properties</b>	1972	Property owners within annex area wanted to receive water service from the CSD	~37.55 acres	Unknown	72-3
<b>Annexation No. 3, Linville</b>	1972	Property owners within annex area wanted to receive CSD water service; Also annexing any part of the airfield not already within CSD boundary	~160.76 acres	Residential	72-6
<b>Wetherell Mobile</b>	1979	Wetherell Properties, Inc. wanted to expand water service	~31 acres	Residential	79-2

<b>Home Park Annex</b>		to the Wetherell Mobile Home Park			
<b>Gordon Madill Annex</b>	1989	Property owners wanted to expand water service to the Shady Bend Trailer Park	Unknown	Unknown	389
<b>1992 Annexation</b>	1992	Gasquet CSD wished to provide water service to the area	Unknown	Unknown	92-02

The District’s SOI is largely coterminous with its boundary, however, there is a small area of approximately 67.5 acres to the west outside of the District’s boundary but within its sphere. With the revised District boundary outlined above and in Figure 1, there is also an area to the east where the boundary is not coterminous with the sphere. The District’s SOI is approximately 1,199 acres. The sphere was last amended on December 6, 2010, by Del Norte County LAFCo Resolution 10-05. There is no update to the District’s sphere proposed in this MSR/SOI Update.

The District’s service area is relatively small but does include a portion of the Smith River National Recreational Area (known as ‘NRA’ or the ‘Gasquet Ranger District’) in the north areas of its boundaries. The NRA is within the Six Rivers National Forest, managed by the United States Forest Service (USFS). This area, along with neighboring recreational areas, attracts visitors year-round but is particularly popular in the summer months due to an influx of Redwood National/State Parks and Six Rivers National Forest visitors interested in the region’s scenic and recreational opportunities.

Figure 1: Gasquet CSD Boundary and SOI



## Land Use and Zoning

Del Norte County is responsible for the existing and planned land uses for the areas within Gasquet CSD's service areas. These were last updated through the Land Use Element of the County's 2003 General Plan. Land uses within the District's boundary largely consist of residential, state and federal lands, resource conservation area, and timberland (Figure 2).

Zoning within the District is guided by the Zoning Code, which is split into Non-Coastal Zoning and Coastal Zoning. Zoning designations within the District's boundary largely consist of Residential Agriculture and Public Ownership. The acreage of the District's land use and primary zoning designations within its boundary is shown below (Table 3, Table 4).

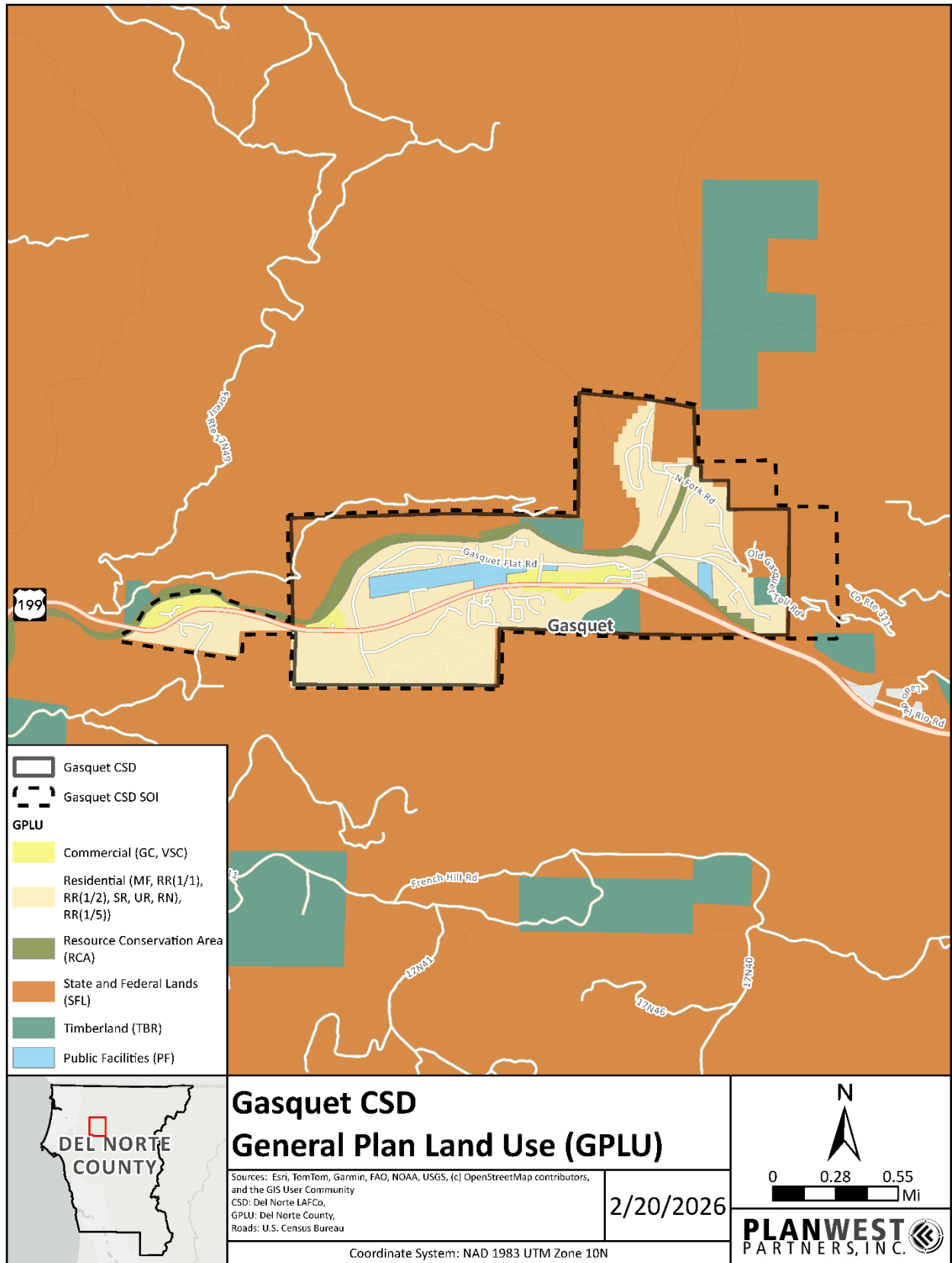
**Table 3: Land Use Designation Summary**

Land Use Designation	Acreage	Percentage
Rural Residential (MF, SR, UR, RN, RR (1 du/1 ac), RR (1 du/5 ac), RR (1 du/2 ac))	514.86	50.00%
State and Federal Lands (SFL)	321.03	31.17%
Visitor-Serving Commercial (VSC)	30.15	2.93%
Resource Conservation Area (RCA)	59.46	5.77%
General Commercial (GC)	11.67	1.13%
Timberland (TBR)	48.72	4.73%
Public Facilities (PF)	43.96	4.27%

**Table 4: Zoning Summary**

Zoning	Acreage	Percentage
C-2 (Central Business)	67.40	6.85%
PC (Planned Community)	42.03	4.27%
PO (Public Ownership)	206.94	21.04%
R1A (Residential Agriculture 1)	642.39	65.30%
TPZ (Timberland Preserve)	24.94	2.54%

Figure 2: Gasquet CSD Land Use Map



## Population

The Gasquet Census Designated Place (CDP) has a population of 657 according to the 2020 Decennial Census. The Gasquet CDP boundaries are larger than those of the District by 2,051 acres and the population data is six years old. Much of the land in the discrepancy between the size of District boundaries versus the population data available for the area is Smith River NRA land and as such, is sparsely populated. So, despite the District containing less land, and likely less people, than that of Gasquet CDP, the CDP population estimates should be fairly reliable and accurate to use for the District's full-time population estimate. However, the population is variable due to seasonal residents and tourism.

The District estimates a population of approximately 392 year-round residents or 1.6 people per household based on the American Community Survey population estimate in 2023.

The US Census Bureau data shows a declining population in Gasquet CDP (approximately a (13) percent growth rate) from 2020 to 2023<sup>1</sup>. The County's projected annual growth rate from 2020 through 2060 is estimated to be (0.37) percent per year. The District does not anticipate growth in its service area over the next ten years. For purposes of this report, the District population estimate of 392 is used.

## Disadvantaged Unincorporated Communities

Pursuant to Government Code §56033.5, a disadvantaged unincorporated community (DUC) is defined as an area with 12 or more registered voters where the median household income (MHI) is less than 80 percent of the statewide MHI. Within a DUC, three basic services are evaluated: water, sewage, and fire protection. Gasquet CSD provides one of these services, water, and is therefore responsible for assuring that this service is adequately provided to the community.

As of 2023, Del Norte County has a MHI of \$66,780<sup>2</sup> and the State has a MHI of \$95,521<sup>2</sup>. The MHI of Gasquet CDP is estimated at \$46,620<sup>2</sup> and the District has estimated 27.3<sup>3</sup> percent of the population to be below the poverty line. Nearby areas such as Fort Dick CDP to the northwest and Bertsch-Oceanview CDP to the southwest are classified as disadvantaged. These areas have MHIs of \$76,204 (79 percent of the State's MHI) and \$73,229 (76 percent of the State's MHI), respectively. While Census data on income is not available for Hiouchi CDP to the southwest of Gasquet, it is a reasonable assumption based on communication with District staff and the 2025 MSR/SOI Update that this area is also designated as disadvantaged. Should the District pursue annexation, DUC communities within the District's vicinity (Figure 4) shall be considered further.

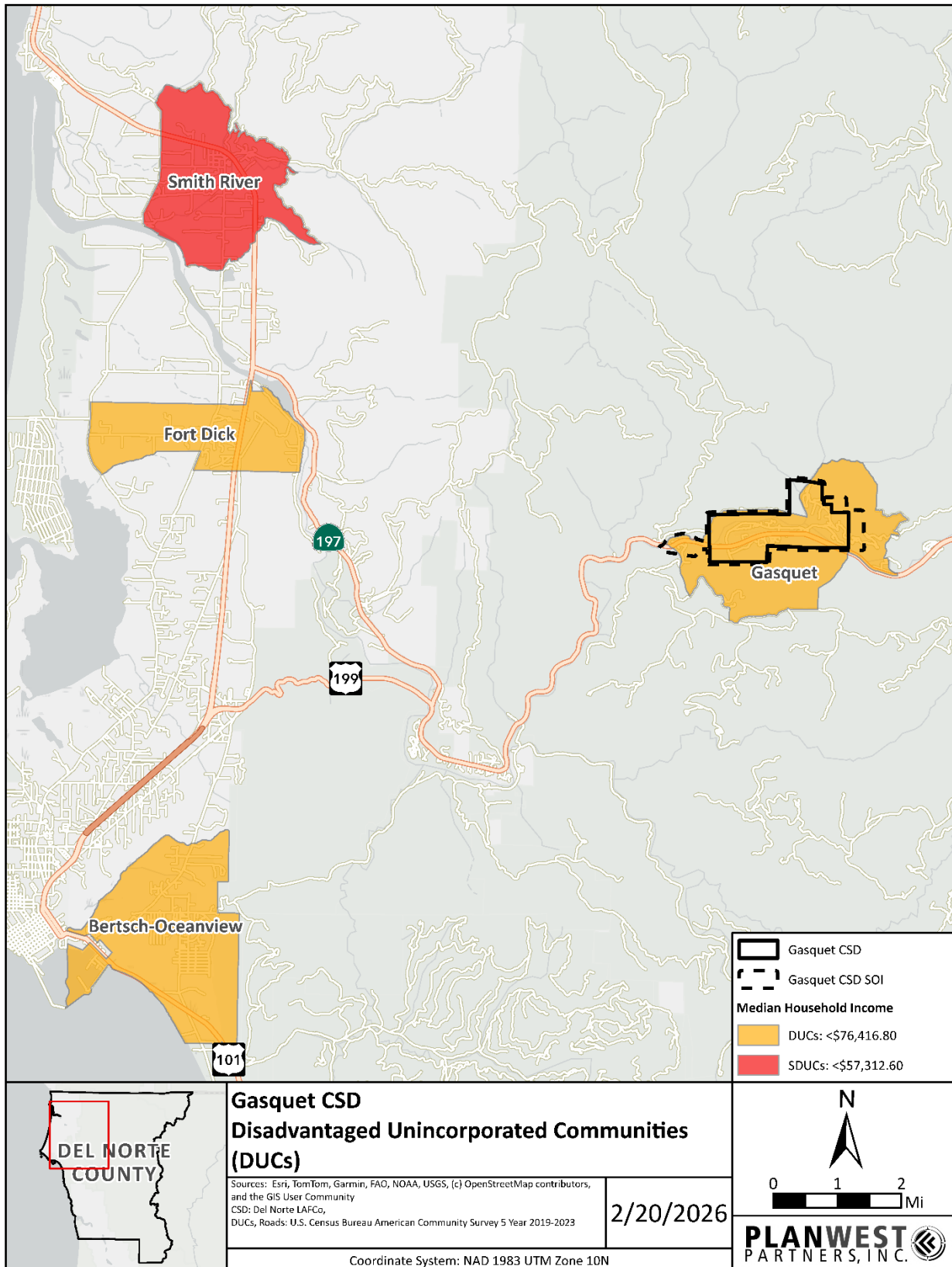
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<sup>1</sup> US Census Bureau, S0101 Age and Sex (2020 and 2023 ACS 5-Year Estimates Subject Tables), 2020 and 2023.

<sup>2</sup> US Census Bureau, S1901 Income in the Past 12 Months (in 2023 Inflation-Adjusted Dollars), 2023.

<sup>3</sup> District communication

Figure 3: DUCs Within Gasquet CSD's Vicinity



## Organizational Structure

### Governance

Gasquet CSD is governed by a five-member Board of Directors that is elected by District residents to serve four-year terms (Table 5). The Board meets on the second Monday of each month at 5:30 pm at the Legion Hall located at 1555 Gasquet Flat Road, Gasquet, CA or as noticed otherwise. Meetings are open to the public.

**Table 5: Gasquet CSD Board of Directors**

Board Member	Title	Term Expiration
Steve Kasmar	Chair	Ending December 2028
R. Barrie Walkley	Director	Ending December 2026
Everett Young	Director	Ending December 2026
Donna Zorn	Director	Ending December 2028
Vacant	Director	N/A

### Staffing

The District employs five part-time staff members. Employed positions include one General Manager, one Secretary responsible for general bookkeeping, and Plant Operators who manage the District’s technical water service provision. All District employees receive sick and vacation time. The District is not currently hiring for any open positions and staff did not indicate any current staffing needs.

### Accountability and Transparency

The District maintains a website ([www.gasquetcsd.org](http://www.gasquetcsd.org)). The District does not have a digital archive of meeting agendas and minutes but does publish the most recent agendas in accordance with the Brown Act. Recent audits can be found on the website with the most recent from 2022. Additionally, the District has information on water rates, recent consumer confidence reports, and other customer notices and policies available on its website.

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 following table provides an overview of the District’s compliance with SB929. 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.

**Table 6: SB 929 Website Requirements**

Type of Requirement	Description of Requirement	Is the District in compliance?
District Contact Information	The bill does not state the specific contact information required. We recommend posting, at a minimum: Physical and Mailing address Phone number and E-mail address	Yes.

Type of Requirement	Description of Requirement	Is the District in compliance?
<b>Most Recent Agenda</b>	The most recent agenda must be: Posted at least 72 hours in advance of the meeting Linked on the homepage of the website, navigating directly to the current agenda Searchable, indexable, and platform-independent (simply put, post the agenda as a PDF)	Partially. Agendas should be posted as a PDF.
<b>Financial Transaction Report</b>	The State Controller’s report for the District’s Financial Transaction report must be posted or linked to the corresponding State Controller website.	No.
<b>Staff Compensation Report</b>	The State Controller’s report for the District’s Staff Compensation report must be posted or linked to the corresponding State Controller website.	No.
<b>Enterprise System Catalog</b>	As required by SB272, the Enterprise System Catalog must be posted. This includes: Current system vendor / product / purpose A description of categories or types of data Department that is the prime data custodian Frequency in which system data is collected and updated	No.

## Municipal Services

### Water Services

Gasquet CSD provides domestic water service to its customers through a State Water Resources Control Board (SWRCB) permit (#016085). The District was issued its permit on October 27, 1970, after applying to the SWRCB. The District then requested and received multiple time extensions in 1979, 1984, and 1995 to complete construction work or apply water to beneficial use. In 2005, the District requested an additional time extension that was issued in 2008 and was to continue until December 31, 2022<sup>4</sup>. During the time of these extensions, the District has worked to make system improvements to accommodate increasing demand and to complete water supply improvement and feasibility studies. As of 2022, the construction was not yet complete as the place of use had not been fully developed as allowed by local zoning and other land use regulations. District staff indicated that full use would occur upon completed build out; estimated to occur in approximately 14<sup>5</sup> years.

At the time of the District’s SWRCB permit application, it served 97 customers. A vast majority of these customers are residential. Currently, the District has 243<sup>3</sup> active connections and approximately 80<sup>4</sup> inactive connections.

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<sup>4</sup> State Water Resources Control Board, Order Approving Petition for Extension of Time in the Matter of Permit 16085. 2012.

[www.ciwqs.waterboards.ca.gov/ciwqs/ewrims/DocumentRetriever.jsp?appNum=A023513&wrType=Appropriative](http://www.ciwqs.waterboards.ca.gov/ciwqs/ewrims/DocumentRetriever.jsp?appNum=A023513&wrType=Appropriative)

<sup>5</sup> Gasquet Community Services District. Progress Report by Permittee for Reporting Period October 1, 2021 to September 30, 2022. 2022. [https://rms.waterboards.ca.gov/Print\\_PER2022.aspx?FORM\\_ID=575423](https://rms.waterboards.ca.gov/Print_PER2022.aspx?FORM_ID=575423)

## Water Demand

Gasquet is a recreational community where water demand varies with the seasons. From October 2021 through September 2022, Gasquet CSD diverted approximately 92.84<sup>5</sup> acre-feet (af) of water and used approximately 79.17<sup>5</sup> af of the diverted water. District staff estimate that its current draw is typically around 32 million gallons per year. Previous usage has been 77.10 af (Jan-Dec 2021), 88.02 af (Jan-Dec 2020), and 84.40 af (Jan-Dec 2019). As expected in an area with seasonal tourism, more water is diverted and used in the summer months (June through September). The District provides drinking water to visitors of federal parklands located within its boundaries. With a diversion limit of 416 acre-feet, or 135.8 million gallons, Gasquet CSD typically stays well below its diversion limit. Should population growth occur in the area, the District will have enough capacity to provide water services with its current diversion limit.

The District is diligent on repairing water leaks once they have been identified, which also allows for water to be saved and its lowered diversion amount. Gasquet CSD follows a leak policy adopted in 2019. Other effective management practices also assist with keeping the District's usage well below its maximum allowed diversion amount.

## Water Supply

The District sources its water from the North Fork Smith River, a Smith River tributary. There are not currently any major drought concerns regarding the Smith River and its ability to recharge the area groundwater. From 2020 through 2022, there were periods of time where the Smith River was rated at the second highest level of drought (D3) per the U.S. Drought Monitor; since 2022, the drought rating has been classified as either Abnormally Dry (D0), the lowest level of drought (D1), or had no drought concerns at all. The District is authorized to divert 416 acre-feet, or approximately 135.8 million gallons, of water from this source per year and does not currently require an additional water source or increased water supply from its current source.

## Distribution System & Infrastructure Overview

The District has few State violations; the most recent was in 2023<sup>6</sup> regarding the revised total coliform rule, which concerns the investigative and correction process of coliform levels within water distribution systems. Prior to this violation, Gasquet CSD had only received two other violations – one in 2021 regarding lead and copper monitoring requirements, and one in 1995 pertaining to the distribution system disinfectant levels. It is a remarkable achievement to only have three violations during the District's time of providing water service. The 2023 Consumer Confidence Report (CCR) did not find any violations regarding contaminants, monitoring and reporting requirements, or surface water treatment techniques.

Raw water is pumped from the Smith River to a water treatment plant located approximately 500 feet from the river. Gasquet CSD's distribution system consists of the following:

- Two 5 horsepower (hp) submersible pumps;
  - Two 3 hp submersible pumps;

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<sup>6</sup> State of California, Safe Drinking Water Information System, Public Drinking Water Watch. 2023.

[https://sdwis.waterboards.ca.gov/PDWW/JSP/Violation.jsp?tinwsys\\_is\\_number=220&tinwsys\\_st\\_code=CA&tmnviol\\_is\\_number=81709&tmnviol\\_st\\_code=CA](https://sdwis.waterboards.ca.gov/PDWW/JSP/Violation.jsp?tinwsys_is_number=220&tinwsys_st_code=CA&tmnviol_is_number=81709&tmnviol_st_code=CA)

- 6-inch, 8-inch, and 4-inch water distribution line throughout service area;
- Two storage tanks (150,000 and 200,000 gallons); and
- Water Treatment Plant:
  - Two adsorption clarifiers;
  - A weir sedimentation tank;
  - Four 5,000 gallon contact tanks;
  - 6,000 gallon “old” adsorption clarifier (serves as a contact tank);
  - Four 1,200 gallon ballast tanks;
  - Four booster pumps (7.5 hp, 10 hp, 15 hp, and 20 hp); and
  - Sand and anthracite filter.

The District’s total storage capacity is 350,000 gallons, including one 150,000-gallon tank and one 200,000-gallon tank. The District is looking to add additional storage tanks to its system; one at the location of the other tanks, and one located away from the facility.

**Water Rates**

Water service policy, rules, and regulations are established in accordance with Gasquet CSD Ordinance 95-5 which was recently amended by Resolution 2024-09. The most recent amendment to increase water rates was approved by the Board of Directors on November 11, 2024. The monthly water rates were approved to automatically increase five percent annually each fiscal year to accommodate rising costs beginning January 1, 2025. The recent amendment also removed references to recreational vehicle (RV) water rates.

Gasquet CSD customers are subject to the monthly minimum base water service rates shown below (Table 7) and a water usage rate of \$2.92 per one hundred (100) cubic feet (ft<sup>3</sup>) of water, or 7.48 gallons, over the base threshold. The overage rate, or water use over 100 cf over the base threshold, will increase 10 percent for each year for five years, going from \$2.92 to \$3.21, \$3.53, \$3.88, and \$4.27. Revised service connection fees are shown below (Table 8).

**Table 7: Gasquet CSD Monthly Service Fees**

Meter Size	Year One	Year Two	Year Three	Year Four	Year Five
¾- ¾ -inch meters	\$31.96	\$35.16	\$38.68	\$42.55	\$46.81
1 -inch meters	\$48.25	\$53.08	\$58.39	\$64.20	\$70.62
1.5 -inch meters	\$96.49	\$106.14	\$116.75	\$128.41	\$141.25
2 -inch meters	\$154.39	\$169.83	\$186.82	\$205.50	\$226.05

**Table 8: Gasquet CSD Service Connection Fees**

Meter Size	Revised Service Connection Fees
Single or ¾-¾ -inch connection	\$4,932
1 -inch connection	\$6,573
1.5 -inch connection	\$9,854
2 -inch connection	\$13,146

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## Infrastructure Needs and Deficiencies

The District's infrastructure needs periodic replacement or maintenance. Gasquet CSD would like to add additional storage tanks into its system, including one at the existing storage location and one located away from the facility. Additionally, the District would like to re-engineer the raw water intake pumps in order to improve water quality during storm events. The District has also identified the possibility of drilling a well as an additional water source, but has not researched this fully due to it not being a pressing need. Since the District does not make enough money from service revenues to completely finance its infrastructure improvements, it will need grant funding and other funding sources to cover these projects.

## Notable Accomplishments, Goals, and Future Needs

In recent years, the District has made improvements to its distribution system including the installation of 3,000 feet of water main and seven fire hydrants to the eastern region of Gasquet. The area was previously served by springs or wells that dried up and as a result, did not have reliable drinking water or water for fire protection purposes. As a result of this installation, the District has added 30 service connections. Final documentation was provided to the Department of Water Resources (DWR) in December 2025.

Future District goals are primarily focused on exploring additional water storage possibilities and addressing the infrastructure needs noted above, in addition to providing regular maintenance and upgrades as needed to ensure reliable water storage, treatment and delivery. The District is looking into grant opportunities to assist with the financing of future projects.

## Other Services

### Fire Services

Fire protection is provided in the area by Gasquet Fire Protection District (FPD). The FPD has a station located in Gasquet located at 100 Fire House Road. The FPD responds to any structural, vehicle, or wildfire within the District's boundaries. Gasquet FPD utilizes the District's fire hydrants within the township area but when the FPD is providing fire suppression in outlying areas, it must supply water via water tender or other vehicles with water storage capacity. More information on the Gasquet FPD can be found in its latest MSR/SOI Update, approved by LAFCo in 2022.

The District lies within the State Responsibility Area (SRA) protected by the California Department of Forestry and Fire Protection (CalFire). CalFire is responsible for fire services in these areas.

### Roads

Del Norte County provides limited road maintenance services for County roads in the District.

The California Department of Transportation (CalTrans) is responsible for the condition of U.S. Highway 199 that bisects Gasquet from east to west. Highway 199 serves as one of three official Emergency Evacuation Routes for the County.

### Sewer

No agency provides sewer service within District boundaries. Residences and facilities rely on private septic tanks for sewer service.

**Solid Waste & Recycling**

Solid waste & recycling services are managed by Del Norte Solid Waste Management Authority.

**Recreation and Parks Maintenance**

United States Forest Service employees assigned to the Smith River NRA within Gasquet CSD’s boundary and surrounding natural areas act as stewards of the resources in their care through resource protection and proactive law enforcement. Likewise, California State Park Rangers are fully sworn California State Police Officers who perform a wide variety of general law enforcement activities, search and rescue operations, and emergency medical response.

**Law Enforcement**

Law enforcement is provided by the Del Norte County Sheriff’s Office and California Highway Patrol (CHP). Limited law enforcement is provided by State Parks.

**Disaster/Emergency Response**

Gasquet CSD maintains strong partnerships with the Big Rock CSD, which is heavily involved with the Del Norte County Office of Emergency Services and the Hiouchi Neighbors Helping Neighbors community group to provide disaster response. When needed, the District collaborates with local law enforcement and fire service providers when providing pre and post disaster response. For more emergency response information in the Hiouchi area, please see the latest (2025) Big Rock CSD MSR/SOI Update.

**Financial Overview**

**Budget**

Budgets are adopted on an annual basis. The primary sources of revenue for the District are water service fees and connection installations. The largest expenditure categories typically include construction, wages, insurance, and utilities. An overview of the District’s budgets versus actuals for recent fiscal years is below (Table 9).

**Table 9: Gasquet CSD Budget Summary**

	FY23-24 Budget	FY23-24 Actuals	FY24-25 Budget	FY 24-25 Actuals
<b>Revenues</b>				
Service Charges	\$193,129.03	\$192,673.71	\$273,596.99	\$209,852.25
Other Fees (Connection, Turn-On, Chargeback Item Fees)	\$525.00	\$525.00	\$135.00	\$187,815.00
Misc Income	\$3,281.87	\$3,281.87	(\$714.99)	(\$94,117.90)
Interest Earned*	\$6,000.00	\$14,746.15	\$8,343.82	\$15,246.75
<i>Total Revenues</i>	<i>\$ 196,935.90</i>	<i>\$196,480.58</i>	<i>\$273,017.00</i>	<i>\$303,549.35</i>
<b>Expenses</b>				

	FY23-24 Budget	FY23-24 Actuals	FY24-25 Budget	FY 24-25 Actuals
General Expenses (Insurance, Professional Fees, Membership Dues, etc)	\$84,900.00	\$69,576.82	\$102,428.25	\$101,037.51
Maintenance	\$16,856.00	\$3,457.29	\$33,000.00	\$1,849.85
Payroll Expenses (Taxes, Wages)	\$110,000.00	\$115,937.66	\$126,700.10	\$157,424.37
Construction	\$0.00	\$0.00	\$0.00	\$245,456.25
Other Expenses (Depreciation, Interest, Reconciliation Discrepancies)*	\$42,000.00	\$39,272.72	\$42,007.79	\$42,679.72
<i>Total Expenses</i>	<i>\$211,756.00</i>	<i>\$188,971.77</i>	<i>\$262,128.35</i>	<i>\$505,767.98</i>
<b>NET OPERATING INCOME</b>	<b>(\$14,820.10)</b>	<b>\$7,508.81</b>	<b>\$10,888.65</b>	<b>(\$202,218.63)</b>

\*Excluded from Totals and Net Operating Income

### Capital Improvement Plan

There are future projects the District would like to complete outlined in the “Water Services” section of this document that could be addressed by capital improvement planning. The District does not currently have a capital improvement plan.

### Audit

The most recent audit covers Fiscal Year 2021-22 and was prepared by Harshwal & Company, LLP, an independent public accounting firm with two California offices, one New Mexico office, and one Georgia office. The audit was conducted in accordance with generally accepted auditing principles (GAAP). In addition to the financial statements audited, the firm completed an independent auditor’s report on internal control over financial reporting dated June 30, 2025. This report did not identify any deficiencies in internal control that were considered to be material weaknesses or significant deficiencies.

The District’s overall net position decreased by \$3,414 or 0.02 percent, from approximately \$1,378,924 at the beginning of FY2020-21 to \$1,375,510 by the end of FY2021-22. This increase can largely be attributed to an decrease in charges for services in FY2021-22 and an increase in operating expenses, notably in services, supplies, and other expenses. A summary of the past two District audits is below (Table 11). The auditor’s report did not identify any notable weaknesses or concerns in the District’s accounting policy or practices.

**Table 10: Audit Summary of Gasquet CSD**

	FY2020-21	FY2021-22
<b>Operating Revenues</b>		
Charges for Services	\$185,999	\$175,325
Other Income	\$6,136	\$11
<i>Total Operating Revenues</i>	<i>\$192,135</i>	<i>\$175,336</i>
<b>Operating Expenses</b>		

	FY2020-21	FY2021-22
Services, Supplies, and Other	\$64,951	\$80,925
Salaries and Benefits	\$85,545	\$90,271
Depreciation	\$36,565	\$36,560
<i>Total Operating Expenses</i>	<i>\$187,061</i>	<i>\$207,756</i>
<b>Net Operating Income / (Loss)</b>	<i>\$5,074</i>	<i>(\$32,420)</i>
<b>Nonoperating Revenues (Expenses)</b>		
Interest Income	\$11,834	\$9,556
Claim Proceeds	\$2,542	\$0
<i>Total Nonoperating Revenues / (Expenses)</i>	<i>\$14,376</i>	<i>\$9,556</i>
<b>Change in Net Position*</b>	<b>\$19,450</b>	<b>(\$22,864)</b>

\*Net Operating Income/(Loss) + Total Nonoperating Revenues/(Expenses)

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## MUNICIPAL SERVICE REVIEW DETERMINATIONS

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As set forth in CKH Act §56430(a), in order to prepare and to update the SOI in accordance with §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 a service review the county, the region, the sub-region, 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

- a. The Gasquet Census Designated Place (CDP), larger than the District, has a population of 657 according to the 2020 Decennial Census. The District estimates a current year-round population of approximately 392, which matches the population estimate for Gasquet CDP in 2023 according to the American Community Survey.
- b. There is no significant growth anticipated within District boundaries in upcoming years.

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

- a. The MHI of Gasquet CDP is approximately \$46,620 according to the US Census Bureau.
- b. Nearby areas such as Hiouchi CDP to the southwest, Fort Dick CDP to the northwest, and Bertsch-Oceanview CDP to the southwest are all classified as, or estimated to be, disadvantaged.

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

- a. District staff estimate that its current draw is approximately 32 million gallons per year. With a diversion limit of 416 acre-feet, or 135.8 million gallons, Gasquet CSD typically stays well below its diversion limit.
- b. Gasquet CSD recently installed 3,000 feet of water main and seven fire hydrants to a historically unserved region within its sphere.
- c. The District is looking to expand its storage capacity in addition to conducting regular maintenance and upgrades to its distribution system.

### 4) Financial ability of agencies to provide services

- a. The District's current water rates finance the water supply, storage and distribution system maintenance. Any large-scale projects require outside funding sources, such as grant funding.
- b. The District recently increased its water rates in 2025 by a five percent annual increase over the next five years.

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

- a. The District provides water to fire hydrants for Gasquet FPD fire suppression needs. For outlying areas, the FPD must provide water via water tender or other vehicular storage capacity.

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

- a. The District maintains a website ([www.gasquetcsd.org](http://www.gasquetcsd.org)).
- b. The District publishes agendas on its website; there does not currently exist an archive of previous agendas. These can be requested through District staff.
- c. Gasquet CSD currently is not in compliance with SB929; it is recommended that the District annually adopt a resolution of hardship while they work to come into compliance.

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

- a. None noted.

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## SPHERE OF INFLUENCE DETERMINATIONS

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In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development of local governmental agencies to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each district, as defined by Government Code §56036, and enact policies designed to promote the logical and orderly development of areas within the sphere. 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 the following:

- 1) The present and planned land uses in the area, including agricultural and open-space lands.**
  - a. Land uses within the District’s boundary largely consist of residential, state and federal lands, resource conservation area, and timberland. Zoning designations within the District’s boundary largely consist of Residential Agriculture and Public Ownership.
- 2) The present and probable need for public facilities and services in the area.**
  - a. The Gasquet community is small and retains a residential population continuing to require water service.
  - b. Seasonal visitors to the area are consistent and federal forestlands within District boundaries will continue to require drinking water. There is no significant projected increase in residential development in coming years.
- 3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.**
  - a. District staff estimate that its current draw is approximately 32 million gallons per year. With a diversion limit of 416 acre-feet, or 135.8 million gallons, Gasquet CSD typically stays well below its diversion limit.
  - b. Gasquet CSD recently installed 3,000 feet of water main and seven fire hydrants to a historically unserved region within its sphere.
  - c. The District is looking to expand its storage capacity in addition to conducting regular maintenance and upgrades to its distribution system.
- 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.**
  - a. The Hiouchi community is the closest neighboring community to Gasquet and is another small, residential community with a large seasonal, recreational presence. Hiouchi is approximately 8.5 miles west of Gasquet.
  - b. Hiouchi CSD is a very active member in emergency response and disaster planning in the area with an active presence in the Hiouchi Neighbors Helping Neighbors Facebook group.
- 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.**

- a. An SOI amendment is not being proposed as part of this MSR/SOI Update. Gasquet CSD provides water service to the area; no sewer service is available; Gasquet FPD provides fire services.
- b. Should the District be interested in pursuing annexation in the future, any disadvantaged communities in the area will be considered further.

**DEL NORTE LOCAL AGENCY FORMATION COMMISSION**

**RESOLUTION 26-03**

**RESOLUTION OF THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION APPROVING THE GASQUET 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 Commission conducted a MSR to evaluate the availability and performance of governmental services provided by Gasquet Community Services District, hereinafter referred to as “Gasquet CSD” or “District”, pursuant to California Government Code Section 56430; and

**WHEREAS**, the Commission conducted a SOI update for the District pursuant to California Government Code Section 56425, with no proposed amendment to the District’s SOI; 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 the MSR and SOI Update on March 23, 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. The Commission, as Lead Agency, finds the MSR is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15306.15061(b)(3). This finding is based on the use of the MSR as a data collection and service evaluation study. The information contained within the MSR may be used to consider future actions that will be subject to additional environmental review.
2. The Commission, as Lead Agency, finds the SOI Update 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 with certainty the

Update will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted.

3. The MSR and SOI Update is assigned the following distinctive short-term designation: "Gasquet CSD MSR/SOI Update 2026".
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations for Gasquet CSD included in the MSR, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations for Gasquet CSD included in the SOI Update, 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 Gasquet CSD MSR/SOI Update 2026 is hereby approved and incorporated herein by reference and the District's SOI has no change and is as shown in Exhibit A, attached hereto.

**THE FOREGOING RESOLUTION** was introduced at a regular meeting of the Del Norte Local Agency Formation Commission on the 23<sup>rd</sup> day of March 2026, and adopted by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

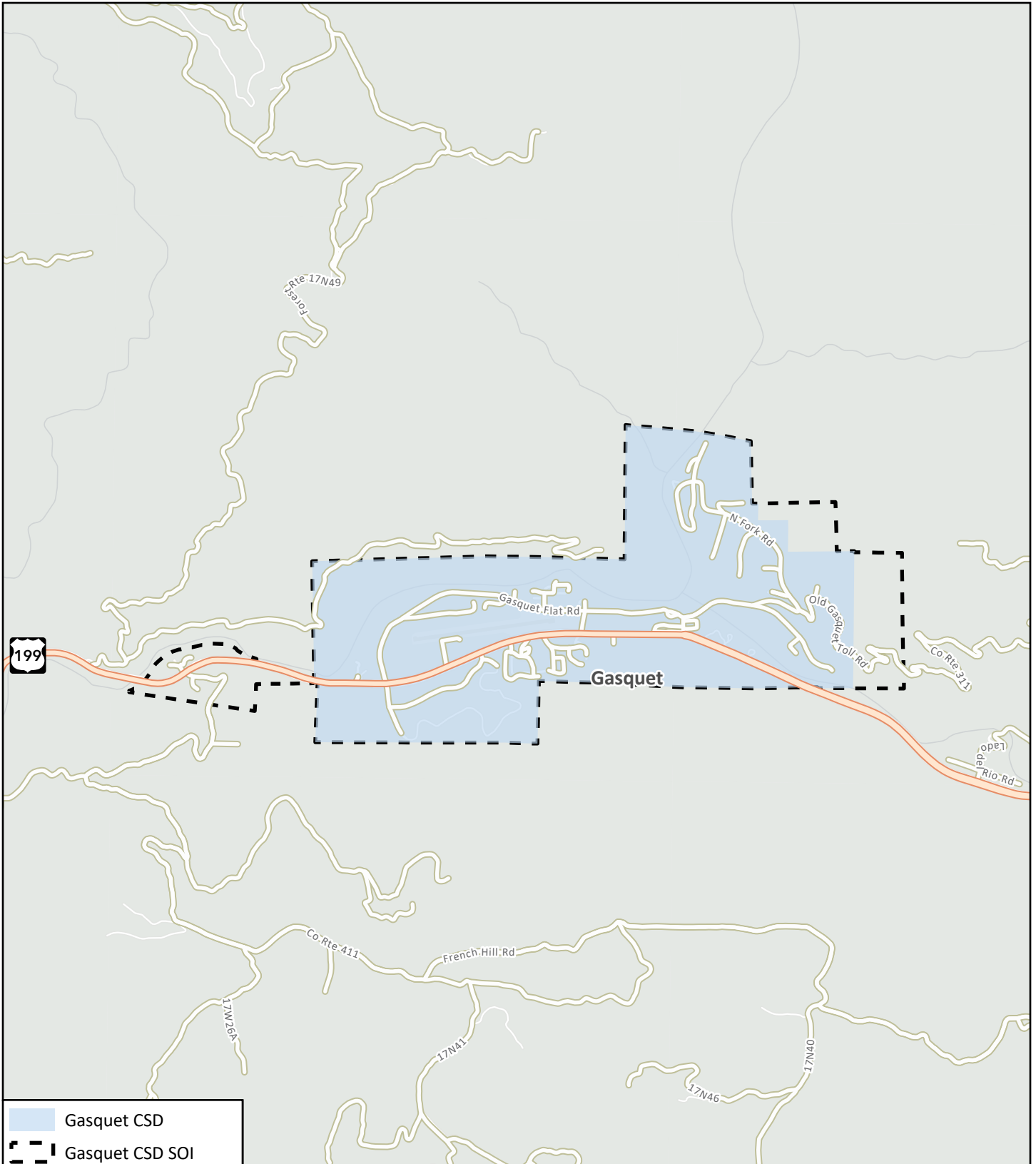
Attest:

\_\_\_\_\_  
Lyle Armstrong, Chair  
Del Norte LAFCo

\_\_\_\_\_  
George Williamson, AICP, Executive Officer  
Del Norte LAFCo

EXHIBIT A - Gasquet CSD Boundary and Sphere of Influence Map

Exhibit A



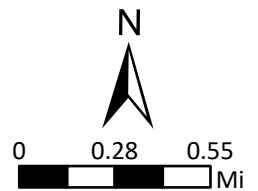
Gasquet CSD  
 Gasquet CSD SOI



## Gasquet CSD Boundary and SOI

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community  
 CSD: Del Norte LAFCo,  
 Roads: U.S. Census Bureau

2/20/2026



Coordinate System: NAD 1983 UTM Zone 10N



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### **AGENDA ITEM 4.B.**

**MEETING DATE:** March 23, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY 2026-27 Proposed Budget  
*The Commission will consider adopting Resolution 26-04, approving the Proposed FY2026-27 Budget and authorizing it to be circulated to local funding agencies for their review.*

---

### **BACKGROUND**

Local Agency Formation Commissions (LAFCo) are responsible under State law for annually adopting a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>. State law specifies the proposed and final budgets shall - at a minimum - be equal to the budget adopted for the previous fiscal year unless LAFCo finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

### **DISCUSSION**

Del Norte LAFCo's annual operating expenses are funded through appropriations from the County and Crescent City, in addition to application fees and interest earnings. LAFCo's budget has not increased for several years, despite increasing operations costs. The FY 2026-27 budget is proposed to increase by five percent. The following are proposed:

- Insurance: No Increase
- CALAFCO Membership: Increasing to \$1,709.00
- Professional Services (MSR/SOI Preparation): Increasing to \$35,000.00
- Professional Services (Legal Counsel): Increasing to \$7,000.00
- Professional Services (Executive Officer/Admin): Staying at \$50,000.00
- Office lease: (12 months @ \$350/month) now a separate line item = \$4,200.00
- Travel/Training (CALAFCO Conference): Decreasing to \$450.00
- Interfund Cost Plan: Increasing to \$2,200.00

Overall expenditures are proposed to increase from \$107,303.00 to \$112,959.00. City and County contributions are proposed to be \$52,079.50 each to cover the proposed increased expenditures.

### **RECOMMENDATION**

This item has been agendized for consideration as part of a noticed public hearing. The following procedures are recommended for the Commission's consideration of this item:



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- Receive verbal report from staff;
- Invite testimony; and
- Discuss item and - if appropriate - close the hearing, and consider action on the recommendation:

Adopt Resolution 26-04, approving the proposed budget for Fiscal Year 2026-27 as provided in Attachment A and authorizing the Executive Officer to distribute the proposed budget to local funding agencies.

#### **ATTACHMENTS**

- A: Proposed FY 2026-27 Budget
- B: Draft Resolution 26-04

## FY 2026-27 Proposed Budget

ORG	Object	EXPENDITURES	Final 24-25	FY 25-26	Proposed FY 2026-27
		<b>SERVICES &amp; SUPPLIES</b>			
5301000	52700	Insurance	\$3,800.00	\$4,100.00	\$3,900.00
5301000	53120	CALAFCO Membership	\$1,603.00	\$1,656.00	\$1,709.00
5301000	52820	Printing	\$50.00	\$50.00	\$50.00
5301000	53110	Postage	\$50.00	\$50.00	\$50.00
5301000	52100	Professional Services			
		MSR/SOI Preparation	\$30,000.00	\$31,647.00	\$35,000.00
		Application Processing	\$10,000.00	\$10,000.00	\$8,000.00
5301000	52180	Prof. Serv. Exec. Officer/ Admin.	\$49,000.00	\$50,000.00	\$50,000.00
5301000	52605	Rents/Leases - Buildings/Land (12 months @ \$350/mont	\$0.00	\$0.00	\$4,200.00
5301000	52140	Prof. Serv. Legal Counsel	\$8,500.00	\$6,000.00	\$7,000.00
5301000	52830	Advertising/Publications	\$500.00	\$500.00	\$400.00
5301000	52900	Travel-Training (CALAFCO Board Mtgs/Conference)	\$2,000.00	\$1,500.00	\$450.00
5301000	59700	Interfund-Cost Plan (\$150/mo budget amount)	\$1,800.00	\$1,800.00	\$2,200.00
5301000	ADD	Public Member Stipend (up to 6 mtgs @ \$40/mtg)	\$0.00	\$0.00	\$0.00
		<b>TOTAL EXPENDITURES</b>	<b>\$107,303.00</b>	<b>\$107,303.00</b>	<b>\$112,959.00</b>
		<b>REVENUES</b>			
5301000	48762	LAFCo filing fees (Application Deposit)*	\$10,000.00	\$10,000.00	\$8,000.00
5301000	42000	Interest	\$753.00	\$800.00	\$800.00
5301000	47500	Del Norte County	\$46,775.00	\$48,251.50	\$52,079.50
5301000	47500	City of Crescent City	\$46,775.00	\$48,251.50	\$52,079.50
		Funds from Account #42801007100 (CALAFCO Exp.)	\$3,000.00	\$0.00	\$0.00
		<b>TOTAL REVENUES</b>	<b>\$107,303.00</b>	<b>\$107,303.00</b>	<b>\$112,959.00</b>
<b>Contingency (Unrestricted) Fund - Applied to FY 2026-27</b>					
		Staff Recommendation	\$0.00	\$0.00	\$0.00
		<b>FUND BALANCE</b>			
		Account #42801 007 100	\$10,729.00	\$10,729.00	\$11,908.00

\*Deposit paid by applicants to cover application processing. Projected amount for auditor use in issuing payment for expense claims.

**DEL NORTE LOCAL AGENCY FORMATION COMMISSION**

**RESOLUTION 26-04**

**RESOLUTION OF THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION ADOPTING THE PROPOSED BUDGET FOR FISCAL YEAR 2026-27**

**WHEREAS**, the Del Norte Local Agency Formation Commission, hereinafter referred to as “Commission”, is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget for the next fiscal year no later than May 1; and

**WHEREAS**, the Executive Officer prepared a report concerning the proposed budget; and

**WHEREAS**, the Executive Officer’s report was presented to the Commission in the manner provided by law; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at a public hearing on the proposed budget on March 23, 2026; and

**WHEREAS**, the Commission determined the proposed budget projects the staffing and program costs of the agency as accurately and appropriately as is possible.

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

1. The proposed budget for fiscal year 2026-27 as outlined in Exhibit A is adopted.
2. The overall operating costs provided in the proposed budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section 56381(a).

**THE FOREGOING RESOLUTION** was introduced at a regular meeting of the Del Norte Local Agency Formation Commission on the 23<sup>rd</sup> day of March 2026, and adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Attest:

\_\_\_\_\_  
Lyle Armstrong, Chair  
Del Norte LAFCo

\_\_\_\_\_  
George Williamson, AICP, Executive Officer  
Del Norte LAFCo

EXHIBIT A - Proposed FY 2026-27 Budget

### Exhibit A

ORG	Object	EXPENDITURES	Final 24-25	Final FY 25-26	Proposed FY 2026-27
		<b>SERVICES &amp; SUPPLIES</b>			
5301000	52700	Insurance	\$3,800.00	\$4,100.00	\$3,900.00
5301000	53120	CALAFCO Membership	\$1,603.00	\$1,656.00	\$1,709.00
5301000	52820	Printing	\$50.00	\$50.00	\$50.00
5301000	53110	Postage	\$50.00	\$50.00	\$50.00
5301000	52100	Professional Services			
		MSR/SOI Preparation	\$30,000.00	\$31,647.00	\$35,000.00
		Application Processing	\$10,000.00	\$10,000.00	\$8,000.00
5301000	52180	Prof. Serv. Exec. Officer/ Admin.	\$49,000.00	\$50,000.00	\$50,000.00
5301000	52605	Rents/Leases - Buildings/Land (12 months @ \$350/mont	\$0.00	\$0.00	\$4,200.00
5301000	52140	Prof. Serv. Legal Counsel	\$8,500.00	\$6,000.00	\$7,000.00
5301000	52830	Advertising/Publications	\$500.00	\$500.00	\$400.00
5301000	52900	Travel-Training (CALAFCO Board Mtgs/Conference)	\$2,000.00	\$1,500.00	\$450.00
5301000	59700	Interfund-Cost Plan (\$150/mo budget amount)	\$1,800.00	\$1,800.00	\$2,200.00
5301000	ADD	Public Member Stipend (up to 6 mtgs @ \$40/mtg)	\$0.00	\$0.00	\$0.00
		<b>TOTAL EXPENDITURES</b>	<b>\$107,303.00</b>	<b>\$107,303.00</b>	<b>\$112,959.00</b>
		<b>REVENUES</b>			
5301000	48762	LAFCo filing fees (Application Deposit)*	\$10,000.00	\$10,000.00	\$8,000.00
5301000	42000	Interest	\$753.00	\$800.00	\$800.00
5301000	47500	Del Norte County	\$46,775.00	\$48,251.50	\$52,079.50
5301000	47500	City of Crescent City	\$46,775.00	\$48,251.50	\$52,079.50
		Funds from Account #42801007100 (CALAFCO Exp.)	\$3,000.00	\$0.00	\$0.00
		<b>TOTAL REVENUES</b>	<b>\$107,303.00</b>	<b>\$107,303.00</b>	<b>\$112,959.00</b>
<b>Contingency (Unrestricted) Fund - Applied to FY 2026-27</b>					
		Staff Recommendation	\$0.00	\$0.00	\$0.00
		<b>FUND BALANCE</b>			
		Account #42801 007 100	\$10,729.00	\$10,729.00	\$11,908.00

\*Deposit paid by applicants to cover application processing. Projected amount for auditor use in issuing payment for expense claims.



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### **AGENDA ITEM 5.A.**

**MEETING DATE:** March 23, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY 2025-26 Mid-Year Budget Review  
*Staff will provide a report on the mid-year budget actuals for FY2025-26. The Commission will receive and file this report.*

---

### **BACKGROUND**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 mandates LAFCOs without independent special district representation on their commission to be funded by the county and its cities, each providing one-half share.

### **DISCUSSION**

The Commission approved a Final 2025-26 Budget at a public hearing on June 2, 2025. The approved total budget expenditures and revenues remain the same and no City/County contributions will be affected.

Key points for this review:

- This review spans July 1, 2025 through February 28, 2026 (8 months);
- No line item expenses have exceeded the approved budget;
- Total expenditures are \$69,800, which is approximately 65% of budget;
- MSR /SOI Update preparation costs are at 68% of budget, due to the number of MSR /SOI Updates that were already completed or are currently in progress; and
- Application revenues are \$7,500.

### **RECOMMENDATION**

Staff recommends the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.

### **ATTACHMENTS**

A: FY 2025-26 Mid-Year Budget Review

## FY2025-26 Mid Year Actuals

New Account #s	EXPENDITURES	Adopted FY 25 -26	Mid-Yr FY 25 -26
	<b>SERVICES &amp; SUPPLIES</b>		
52700	Insurance	\$4,100.00	\$3,557.21
53120	CALAFCO Membership	\$1,656.00	\$1,656.00
52820	Printing	\$50.00	\$0.00
53110	Postage	\$50.00	\$0.00
52100	Professional Services		
	MSR/SOI Preparation	\$31,647.00	\$19,581.00
	Application Processing	\$10,000.00	\$8,200.00
52180	Prof. Serv. Exec. Officer/ Admin. **	\$50,000.00	\$30,746.70
52605	Rents		\$1,050.00
52140	Prof. Serv. Legal Counsel	\$6,000.00	\$3,488.25
52830	Advertising/Publications	\$500.00	\$0.00
52900	Travel-Training (CALAFCO Board Mtgs/Conference)	\$1,500.00	\$0.00
59700	Interfund-Cost Plan (\$150/mo budget amount)	\$1,800.00	\$1,521.00
	Public Member Stipend (up to 6 mtgs @ \$40/mtg)	\$0.00	\$0.00
	<b>TOTAL EXPENDITURES</b>	<b>\$107,303.00</b>	<b>\$69,800.16</b>
	** includes Office Lease Space: 12 months @ \$350/month		
	<b>REVENUES</b>		
52100	Project Revenue (Application Deposit)*	\$10,000.00	\$7,500.00
42000	Interest - (estimated amount for mid year)	\$800.00	\$350.00
47500	Del Norte County	\$48,251.50	\$48,251.50
47500	City of Crescent City	\$48,251.50	\$48,251.50
	Funds from Account #42801007100 (CALAFCO Exp.)	\$0.00	\$0.00
	<b>TOTAL REVENUES</b>	<b>\$107,303.00</b>	<b>\$104,353.00</b>
	<b>FUND BALANCE</b>		
	Account #42801 007 100	\$10,729.00	\$11,902.00



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### AGENDA ITEM 5.B.

**MEETING DATE:** March 23, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** Jacqueline Roberts, Legal Counsel  
**SUBJECT:** Brown Act Update from County Counsel  
*Staff will provide an overview of recent Brown Act updates enacted by SB 707 and how those changes impact LAFCo.*

---

### BACKGROUND

The Ralph M. Brown Act (G.C. §54950), otherwise known as the Brown Act, was enacted in 1953 in order to ensure that actions of local agencies occur in open and public meetings, with posted agendas, where all persons are permitted to attend and participate. Over the years, several updates have been made to the Brown Act. Most recently, Governor Newsom signed Senate Bill 707 (SB 707) on October 3, 2025.

### DISCUSSION

SB 707 includes several changes to the Brown Act for all agencies, and additional requirements for certain eligible agencies. Changes for all agencies include the following:

- Provide a copy of the Brown Act: Local agencies are now required to provide a copy of the Brown Act to any serving members on the legislative body of the local agency. For Del Norte LAFCo, a digital link will be provided to each Commissioner via email. A hard copy of the Brown Act can be provided upon request.
- Social Media Communication: Members of a legislative body are now permanently allowed to use internet-based social media platforms to engage with the public on matters within their jurisdiction. However, they may not deliberate or discuss business among themselves on such platforms. This includes any interaction with a digital post such as a written reply or any sort of reaction (“Like”, emojis, etc.).
- Meeting Decorum and Disruptions: The Brown Act now expressly affirms that local agencies may remove or restrict participation by individuals engaging in disruptive behavior during teleconferenced or hybrid meetings, ensuring that the orderly conduct of public meetings is maintained even in virtual settings.
- Accessibility Accommodations: Members of a legislative body with disabilities may now participate in meetings remotely as a reasonable accommodation. These members must participate using both audio and video technology unless their disability requires an exception. They must also disclose whether any other individuals over the age of eighteen are present in the room in their remote location and the general nature of their relationship to those individuals. Participation by members under these circumstances is deemed equivalent to in-person attendance for all legal purposes, including the quorum requirements.

- Board (Commission) Member Remote Meeting Participation Options: Traditional teleconferencing rules under G.C. §54953 are still available for members of a legislative body. SB 707 made changes to alternative teleconferencing options based on the type of local agency and the circumstances in which teleconferencing is being used. Most notably, the “emergency circumstances” provision allowed by AB 2449, has now been incorporated under the “just cause” provisions. Additionally, a legislative may now hold meetings remotely under a proclaimed state of emergency (proclaimed pursuant to Section 8625 of the California Emergency Services Act) or local emergency (proclaimed by the governing body of the local agency affected in accordance with Section 8630 of the California Emergency Services Act or a local health emergency declared pursuant to Section 101080 of the Health and Safety Code).

Additional changes are required for “eligible legislative bodies” which is defined as:

- (A) A city council of a city with a population of 30,000 or more.
- (B) A county board of supervisors of a county, or city and county, with a population of 30,000 or more.
- (C) A city council of a city located in a county with a population of 600,000 or more.
- (D) The board of directors of a special district that has an internet website and meets any of the following conditions:
  - (i) The boundaries of the special district include the entirety of a county with a population of 600,000 or more, and the special district has over 200 full-time equivalent employees.
  - (ii) The special district has over 1,000 full-time equivalent employees.
  - (iii) The special district has annual revenues, based on the most recent Financial Transaction Report data published by the California State Controller, that exceed four hundred million dollars (\$400,000,000), adjusted annually for inflation commencing January 1, 2027, as measured by the percentage change in the California Consumer Price Index from January 1 of the prior year to January 1 of the current year, and the special district employs over 200 full-time equivalent employees.

Under this definition, LAFCo does not qualify as an eligible legislative body and is therefore not subject to the additional requirements of SB707.

Several entities have developed updated guides or informational pages on the Brown Act which can be found using the following links:

- California Special District Association: Updated CSDA Brown Act Manual  
[www.cstda.net/member-resources/brown-act-resources](http://www.cstda.net/member-resources/brown-act-resources)
- Burke, Williams, & Sorensen, LLP: Brown Act 2026  
[www.bwslaw.com/insights/burke-brown-act-compilation-2026/](http://www.bwslaw.com/insights/burke-brown-act-compilation-2026/)
- Best, Best, & Krieger, LLP: Major Brown Act Updates Under SB 707  
[www.bbklaw.com/resources/la-101025-major-brown-act-updates-under-sb-707](http://www.bbklaw.com/resources/la-101025-major-brown-act-updates-under-sb-707)

## RECOMMENDATION

Staff recommends that the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.



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### **AGENDA ITEM 6.A.**

**MEETING DATE:** March 23, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Form 700, Ethics, and Fiscal Training Requirements  
*Staff will provide an overview of Form 700 filing obligations and ethics and training requirements. Additional information will be available to Commissioners as needed.*

---

### **BACKGROUND**

The Political Reform Act (Government Code §§ 81000-91015) requires most state and local government officials to publicly disclose personal assets and income and to disqualify themselves from participating in governmental decisions that may affect their financial interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for administering the Act, issuing the Statement of Economic Interests (Form 700), and interpreting its provisions.

In 2005, Assembly Bill 1234 (AB 1234) was enacted, requiring local agency officials to complete ethics training within one year of assuming office and every two years thereafter.

Effective January 1, 2026, Senate Bill 827 (SB 827, Chapter 661, Statutes of 2025) expands training requirements for local agency officials, including LAFCO Commissioners and Alternates. These requirements are in addition to AB 1234 ethics training and Form 700 filing obligations.

### **DISCUSSION**

#### **Form 700 - Statement of Economic Interests:**

Upon appointment or election to the Commission, Commissioners and Alternates must file an Assuming Office Form 700. In addition, an Annual Form 700 covering the period from January 1 through December 31 must be filed each year.

- Annual Filing Deadline: April 1
- Filing Officer: LAFCo staff
- Access: Forms are retained by LAFCo and made available to the public upon request
- FPPC Website: <https://www.fppc.ca.gov/Form700.html>

#### **Ethics Training (AB 1234):**

Commissioners and Alternates are required to complete ethics training within one year of assuming office (six months for officials assuming office on or after January 1, 2026), and every two years thereafter.



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The FPCC offers an online ethics training course at:

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

The course takes approximately 2.5 hours, may be completed in multiple sessions, and includes short quizzes following each section. Upon completion, Commissioners must save and submit the completion certificate to the Commission Administrator at [admin@delnortelaftco.org](mailto:admin@delnortelaftco.org).

### **New Training Requirements Effective January 1, 2026 – SB 827**

SB 827 establishes additional requirements applicable to Commissioners and Alternates beginning in 2026:

- **Accelerated Ethics Training Timeline:** Officials assuming office on or after January 1, 2026 must complete ethics training within six months of assuming office.
- **Fiscal and Financial Training:** Commissioners and Alternates must complete at least two hours of fiscal and financial training every two years, covering topics such as budgeting, financial reporting, fiscal oversight, revenues, and stewardship of public resources. Many entities are developing fiscal trainings that satisfy this requirement; once a suitable training has been identified, staff will inform the Commission via email.
- **Recordkeeping:** LAFCo is required to retain ethics and fiscal training records for a minimum of five years and make information available regarding how training records may be requested.

Staff will incorporate these requirements into commissioner onboarding materials and compliance tracking beginning in 2026.

### **RECOMMENDATION**

Staff recommends the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.



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### **AGENDA ITEM 6.B.**

**MEETING DATE:** March 23, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY2026-27 Compliance Workplan  
*Staff will provide the proposed workplan for FY2026-27 outlining which agencies are due for their Municipal Service Review (MSR) and Sphere of Influence (SOI).*

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### **BACKGROUND**

The Cortese-Knox-Hertzberg Local Government Reorganization Act directs Local Agency Formation Commissions (LAFCo) 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 proposed workplan for FY2026-27 (Attachment A). Agencies proposed to have updates to their MSR and SOI include:

- City of Crescent City, Bertsch-Oceanview CSD, and County Service Area No. 1 (Regional MSR)
- Del Norte County Healthcare District
- Smith River Cemetery District

### **RECOMMENDATION**

Staff recommends the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.

### **ATTACHMENTS**

A: FY2026-27 Compliance Workplan

**Municipal Service Review (MSR) & Sphere of Influence (SOI) Updates  
Compliance Work Program – Updated March 2026**

Agency Name	SOI & MSR Status	Contact Information	Next Update
<b>CITY</b>			
<b>City of Crescent City</b>	MSR & SOI Approved January 2019	377 J. St, Crescent City, CA 95531; Eric Wier; City Manager; (707) 464-7483, <a href="mailto:ewier@crescentcity.org">ewier@crescentcity.org</a>	<b>2026</b>
<b>COMMUNITY SERVICE DISTRICTS</b>			
<b>Bertsch-Ocean View</b>	MSR & SOI Approved April 2020	844 Keller Ave, Crescent City, CA 95531; Charlie Wick, Board President (707) 218-7021 <a href="mailto:charliewick.1067@gmail.com">charliewick.1067@gmail.com</a>	<b>2026</b>
<b>Big Rock</b>	MSR Approved Nov 2025 & SOI Update Approved 2026	P.O. Box 453, Crescent City, CA 95531; Alan Porteous, Board VP <a href="mailto:alan_porteous@msn.com">alan_porteous@msn.com</a> (707) 458-9933	<b>2031</b>
<b>Church Tree</b>	MSR & SOI Approved March 2026	251 Church Tree Rd, Cresc. City, CA 95531; Jim Nelson <a href="mailto:Thebaldheadedrealtor@charter.net">Thebaldheadedrealtor@charter.net</a> (707) 465-1753	<b>2031</b>
<b>Gasquet</b>	MSR & SOI Pending March 2026	P.O. Box 86, Gasquet, CA 95543; John Angst, General Manager <a href="mailto:gcsd1@outlook.com">gcsd1@outlook.com</a> , Steve Kasmar, Board President <a href="mailto:bigtunachef@netscape.net">bigtunachef@netscape.net</a> (707) 457-3124	<b>2031</b>
<b>Hunter Valley</b>	MSR & SOI Approved 2022 Part of South County	25 Del Ponte Drive, Klamath CA, 95548; Paul Crandall; <a href="mailto:plcrandall@hughes.net">plcrandall@hughes.net</a> (707) 482-0369	<b>2028</b>
<b>HRC</b>	MSR & SOI Sept 2018 Eng Study in process	231 Bell Hole Loop, Crescent City, CA 95531; Wes White; (707) 951-4059 <a href="mailto:hrcwater@gmail.com">hrcwater@gmail.com</a>	<b>2026</b>
<b>Klamath</b>	MSR & SOI Approved 2025	P.O. Box 430, Klamath, CA 95548; Margaret Caldwell Manager <a href="mailto:klamathcsd@gmail.com">klamathcsd@gmail.com</a> (707) 482-0245 or 482-1375	<b>2030</b>
<b>Redwood Park</b>	MSR & SOI Approved 2022 Part of South County	P.O. Box 650, Klamath, CA 95548; Robert Nulph, Chairperson <a href="mailto:rnulph@delnorte.k12.ca.us">rnulph@delnorte.k12.ca.us</a> ; (707) 482-9295	<b>2028</b>
<b>Smith River</b>	MSR & SOI Approved September 2024	241 W. 1 <sup>st</sup> St, Smith River, CA 95567; Jeff Beard General Manager <a href="mailto:general.manager@srwater.net">general.manager@srwater.net</a> O: (707) 487-5381, F: (707) 487-5191 cell# 818-634-5663	<b>2029</b>

Agency Name	SOI & MSR Status	Contact Information	Next Update
<b>FIRE DISTRICTS</b>			
<b>Crescent City Fire &amp; Rescue</b>	MSR & SOI Approved 2022 Countywide Fire MSR	255 W. Washington Blvd, Crescent City 95531; Kevin Carey Fire Chief; (707) 464 2421; <a href="mailto:kcarey@crescentcity.org">kcarey@crescentcity.org</a>	<b>2027</b>
<b>Fort Dick FPD</b>	MSR & SOI Approved 2022 Countywide Fire MSR	P.O. Box 369, Fort Dick, CA 95538; Randy Crawford <a href="mailto:fortdickfire@aol.com">fortdickfire@aol.com</a> (707) 487-8185; <a href="mailto:FDFD81@aol.com">FDFD81@aol.com</a>	<b>2027</b>
<b>Gasquet FPD</b>	MSR& SOI Approved 2022 Countywide Fire MSR	P.O. Box 85, Gasquet, CA 95543; Nick Karanopoulos, (707) 457-3332; <a href="mailto:gasquetvfd@charter.net">gasquetvfd@charter.net</a>	<b>2027</b>
<b>Klamath FPD</b>	MSR & SOI Approved 2022 Countywide Fire MSR	P.O. Box 369, Klamath, CA 95548; Lonnie Levi Fire Chief 482-3311 <a href="mailto:ljlevi@hotmail.com">ljlevi@hotmail.com</a>	<b>2027</b>
<b>Smith River FPD</b>	MSR & SOI Approved 2025 Countywide Fire MSR	P.O. Box 187, Smith River, CA 95567; Fire Chief Ron Simpson; (707) 487-5621; <a href="mailto:srchief91@yahoo.com">srchief91@yahoo.com</a> Geoff Antill <a href="mailto:gantill@charter.net">gantill@charter.net</a> - <a href="mailto:smithriverfireprotectiondistrict@smithriverfire.com">smithriverfireprotectiondistrict@smithriverfire.com</a>	<b>2030</b>
<b>OTHER DISTRICTS</b>			
<b>County Service Area (CSA) No.1</b>	MSR & SOI Approved April 26 2021	981 H Street, Suite 110, Crescent City, CA 95531; Heidi Kunstal, Community Development Director, <a href="mailto:hkunstal@co.del-norte.ca.us">hkunstal@co.del-norte.ca.us</a> , (707) 464- 7254; Rosanna Bower, PE, Assistant County Engineer, <a href="mailto:rbower@co.del-norte.ca.us">rbower@co.del-norte.ca.us</a> , (707) 464-7229	<b>2027</b>
<b>Crescent City Harbor District</b>	MSR & SOI Approved August 2021	101 Citizens Dock Road, Crescent City, CA 95531; (707) 464-6174;	<b>2027</b>
<b>Del Norte Co. Health Care</b>	MSR & SOI Approved July 2019	P.O. Box 2064, Crescent City, CA 95531; Doris Hendricks, Executive Secretary; (707) 464-9494; <a href="mailto:dnhcd@delnortehealth.com">dnhcd@delnortehealth.com</a>	<b>2026</b>
<b>Del Norte Co. Library</b>	MSR & SOI Approved November 2025	190 Price Mall, Crescent City, CA 95531;	<b>2030</b>
<b>Del Norte Resource Conservation District</b>	MSR & SOI Update Approved November 2025	241 1st Street, Unit B, Smith River, CA 95567; (707) 487-7630 Brian Ferguson, Board Chair; - <a href="mailto:delnorteRCD@yahoo.com">delnorteRCD@yahoo.com</a>	<b>2030</b>
<b>Smith River Cemetery</b>	MSR & SOI Approved & June 2021	P.O. Box 762, Smith River, CA 95567; John Roberts Board Member <a href="mailto:at17722@hotmail.com">at17722@hotmail.com</a> (707) 487-6705	<b>2027</b>
<b>Del Norte County Fairgrounds Recreation and Park</b>	MSR & SOI Approved September 2025	PO Box 402, Crescent City, CA 95531; (707) 464-9556, Doug Wakefield Board Chair <a href="mailto:dwakefield@dncfrpd.org">dwakefield@dncfrpd.org</a> ,	<b>2030</b>



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eo@delnortelafco.org

### **AGENDA ITEM 6.C.**

**MEETING DATE:** March 23, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Status of Current and Future Applications  
*Staff will provide an update on active proposals being processed and potential proposals that may be submitted in the near future.*

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### **BACKGROUND**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 delegates Local Agency Formation Commissions (LAFCOs) with regulatory and planning duties to coordinate the logical formation and development of local governmental agencies. This includes approving or disapproving proposals for annexation, sphere of influence amendments, and outside agency service requests.

### **DISCUSSION**

Following is a summary of active and potential future proposals.

#### **Active Applications**

##### Del Norte Resource Conservation District (RCD) Annexation

The Del Norte RCD's sphere was amended to encompass the entirety of Del Norte County at the Regular November 24, 2025, Commission meeting. Staff received an application for annexation of all lands within the County not currently included in the District's jurisdictional boundary in December 2025. This application did not include the application deposit of \$2,500 or property tax revenue sharing agreement with the County and was therefore not considered to be complete. The application deposit has since been received and staff have been coordinating with the County Assessor to determine if a zero-property tax exchange agreement between the RCD and County is necessary when the District does not currently receive any amount of property tax.

A Notice of Filing was mailed to affected local agencies requesting comments on January 22, 2026. To date, no agency comments have been received. Once the details of the property tax exchange agreement have been finalized, staff will prepare and issue a certificate of filing confirming completeness of the application and setting the date of the public hearing, anticipated for either the May 18, Special Meeting, or the July 27, Regular Meeting.

##### City of Crescent City Out of Area Services Extension to Several Parcels within the SOI

The City of Crescent City has submitted an application for the extension of services to several parcels outside its jurisdictional boundaries but within its adopted SOI, urban services boundary, and Place of Use boundary as approved by the State Water Resources Control Board (SWRCB). This application has been deemed incomplete, and staff are waiting to receive



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additional supplementary materials. Staff anticipate receiving additional information in the coming weeks and will process the application accordingly.

### **Potential Future Applications**

#### City of Crescent City Out of Area Services Extension to the Butte Court Mobile Home Park

On behalf of the City, GHD is working with the State Water Resources Control Board (SWRCB) to consolidate the water system of the Butte Court Mobile Home Park (MHP) and the City of Crescent City. The MHP is within the City's sphere of influence and as part of the consolidation project, the City needs to provide water service to the MHP. The MHP has poor water quality as documented by the SWRCB's Division of Drinking Water. GHD, on behalf of the City of Crescent City, will be submitting an application for an Out of Area Services Extension in the coming weeks. Staff will provide more details at future Commission meetings.

#### City of Crescent City Sphere Amendment and Out of Area Services Extension in the North

City staff have indicated that they will be submitting an application to amend the City's sphere and subsequently, an application to extend services outside of its jurisdictional boundaries but within its amended sphere to parcels north of the City. The City of Crescent City MSR/SOI Update is scheduled to occur in FY2026-27; depending on the timeline of the application, this sphere amendment application may not be necessary. Staff will provide more details at future Commission meetings.

### **RECOMMENDATION**

Staff recommends the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.

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### Questions?

Contact CALAFCO at  
[info@calafco.org](mailto:info@calafco.org)

### Instructors



**Paula de Sousa** — Partner, Best Best & Krieger LLP. Paula is a statewide expert in LAFCO law, legal counsel for several LAFCOs and CALAFCO, and lead author of multiple CALAFCO white papers.



**Joe Serrano** — Executive Officer, Santa Cruz LAFCO & Deputy Executive Officer, CALAFCO. Joe brings 18 years of hands-on LAFCO experience across several counties.



**Brian Spanhurst** — Executive Officer, Fresno LAFCO. Brian has been involved with leadership and teamwork skill development for 24 years.

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