



## SPECIAL COMMISSION MEETING

Del Norte Local Agency Formation Commission

May 18, 2026 – 4:00 PM

*Del Norte County Board of Supervisors Chambers*

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

### **SPECIAL MEETING AGENDA**

1. Call to Order/Roll Call

A. Roll Call

B. Appointment of Regular Public Member (ATTACHMENT 1B)

*The Commission will take action regarding the expired Regular Public member term and consider reappointing Commissioner Armstrong.*

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. March 23, 2026 Meeting Minutes (ATTACHMENT 3A)

4. Public Hearings

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

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

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

*The Commission will consider adopting Resolution 26-05, adopting the Final FY 2026-27 Budget and authorizing it to be circulated to the County Auditor.*

C. Del Norte Resource Conservation Proposed Annexation of Territory (ATTACHMENT 4C)

*The Commission will consider adopting Resolution 26-06, approving the proposed annexation of territory to the Del Norte Resource Conservation District.*

5. Regular Business

A. FY2026-28 Professional Services Agreement for Executive Officer Services (ATTACHMENT 5A)

*The Commission will consider approving a staffing agreement with Planwest Partners, Inc. for the provision of Executive Officer services covering Fiscal Years 2026-2028.*

B. FY2026-28 Legal Counsel Agreement for Legal Services (ATTACHMENT 5B)

*The Commission will consider approving a staffing agreement with Del Norte County Counsel for the provision of legal counsel services covering Fiscal Years 2026-2028.*

C. Form 700, Ethics, Fiscal and Financial Training (ATTACHMENT 5C)

*The Commission will receive a report on outstanding training requirements for Commissioners, including an update on how they can access fiscal and financial training that complies with SB 827.*

6. Inquiries, Correspondence, Application Status, and Referrals

## SPECIAL COMMISSION MEETING

May 18, 2026

*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. CALAFCO's Priorities for 2026 and Beyond (ATTACHMENT 7A)

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 Commission Meeting is scheduled for July 27, 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.delnortelafco.org](http://www.delnortelafco.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@delnortelafco.org](mailto:eo@delnortelafco.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@delnortelafco.org](mailto:eo@delnortelafco.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:** May 18, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Appointment of Regular Public Member  
*The Commission will take action regarding the expired Regular Public member term and consider reappointing former Commissioner Armstrong.*

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#### BACKGROUND

The Commission consists of five regular and three alternate members as follows:

- County - Two regular members and one alternate appointed by the County Board of Supervisors;
- City - Two regular members and one alternate appointed by the City Selection Committee; and
- Public Members - One regular member and one alternate appointed by the Commission.

Terms of office are four years and there are no term limits.

#### DISCUSSION

The next term of the Regular Public Member would run until March 2030. The term of Lyle Armstrong, Regular Public Member, expired on March 31<sup>st</sup>, 2026. The next term of the Regular Public Member would run until March 2030. Lyle has expressed interest in being reappointed as the Regular Public Member.

The public member recruitment process has historically had few interested applicants, typically requiring an extension of the application period. Should the Commission choose to undergo the search for a new Regular Public Member, staff would prepare a Notice of Vacancy. This notice would be published in the Triplicate and distributed to the clerk of the legislative body of each local agency within the County in accordance with Government Code Section 56325. The position would remain open until filled and Alternate DeWolf would serve as a voting member until the appointment and qualification of a Regular Public Member.

#### RECOMMENDATION

Staff recommends the Commission take action to either reappoint Lyle Armstrong as the Regular Public Member or direct staff to begin the Regular Public Member recruitment process.



**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*

***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.

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

B. Appointment of Chair & Vice-Chair for 2026

**On a motion** by Commissioner Short, seconded by Commissioner Greenough, and carried by a 5-0 voice vote, the Commission appointed Commissioner Wilson as the chair.

**On a motion** by Commissioner Short, seconded by Commissioner Armstrong, and carried by a 5-0 voice vote, the Commission appointed Commissioner Greenough as the vice-chair.

2. Public Comment

- Alicia Williams commented that the March 23rd meeting materials were only provided within 8 hours of the meeting.

3. Consent Calendar

A. November 24, 2025 Meeting Minutes

B. March 2, 2026 Meeting Minutes

**On a motion** by Commissioner Wilson, seconded by Commissioner Short, and carried by a 5-0 voice vote, the Commission approved the November 24, 2025, and March 2, 2026 meeting minutes.

4. Public Hearings

A. Gasquet CSD MSR/SOI Update

No staff presentation, recommended continuing to the May 18 meeting.

Public comment by Alicia Williams stated that the packet information should be made available at the time that the agenda is distributed to allow the public enough time to review the substance of the materials.

Commissioner Greenough requested clarification regarding when the meeting packet was available to the public.

**REGULAR COMMISSION MEETING  
DRAFT MINUTES  
March 23, 2026**

**On a motion** by Commissioner Wilson, seconded by Commissioner Short, and carried by a 5-0 voice vote, the Commission voted to continue the matter until the May 18<sup>th</sup> Commission Meeting.

B. Proposed FY 2026-27 Budget

Executive Officer Williamson presented the proposed FY 2026-27 budget and recommended the Commission approve it and direct staff to distribute.

Public Comment by Alicia Williams stated she didn't have time to review the agenda packet.

**On a motion** by Commissioner Short, seconded by Commissioner Greenough, and carried by a 5-0 roll call vote, the Commission adopted Resolution 26-04, approving the Proposed FY 2026-27 Budget and authorizing circulation to local funding agencies.

5. Regular Business

A. FY 2025-26 Mid-Year Budget Review

LAFCo staff provided a report on the mid-year budget actuals for FY2025-26. No Commission comments. Public Comment by Alicia Williams requested a schedule for the Harbor District MSR update. Received and filed.

B. Brown Act Update from County Counsel

County Counsel provided an overview of recent Brown Act updates enacted by SB 707 and how those changes impact LAFCo. No Commission comments. Received and filed.

6. Inquiries, Correspondence, Application Status, and Referrals

A. Form 700, Ethics, and Fiscal Training Requirements

No Commission comments. Received and filed.

B. FY2026-27 MSR Compliance Workplan

No Commission comments. Public Comment by Alicia Williams requested that Harbor District compliance to be expedited. Received and filed.

C. Status of Current and Future Applications

No Commission comments. Received and filed.

D. CALAFCO-U LAFCO 201 Informational Session

No Commission comments. Received and filed.

E. Proposed Staffing Services Transition for FY2026-27

Executive Officer Williamson commented that he is planning to retire at the end of this fiscal year. Principal Planner Vanessa Blodgett is proposed to serve as

**REGULAR COMMISSION MEETING  
DRAFT MINUTES  
March 23, 2026**

Executive Officer starting July 1, 2026. Vice Chair expressed appreciation of EO Williamson's 18 years of service. Received and filed.

7. Commissioner Announcements

No announcements by Commissioners.

8. Adjournment

The Meeting was adjourned at 4:40 PM. 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.

DRAFT



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#### AGENDA ITEM 4.A.

MEETING DATE: May 18, 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 attended the Public Hearing on



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March 23, 2026, where the Commission elected to continue the hearing to the next Commission meeting. The Commission will consider the Commission Draft MSR/SOI Update as part of a previously noticed and continued public hearing.

#### **RECOMMENDATION**

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**

Attachment A: Gasquet CSD Commission Draft MSR/SOI Update

Attachment 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 – May 2026*

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## 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:

- o Growth and population projections for the affected area;
- o The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence (effective July 1, 2012);
- o 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);
- o Financial ability of the agency to provide services;
- o Status of, and opportunities for, shared facilities;
- o Accountability for community service needs, including governmental structure and operational efficiencies; and
- o 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**

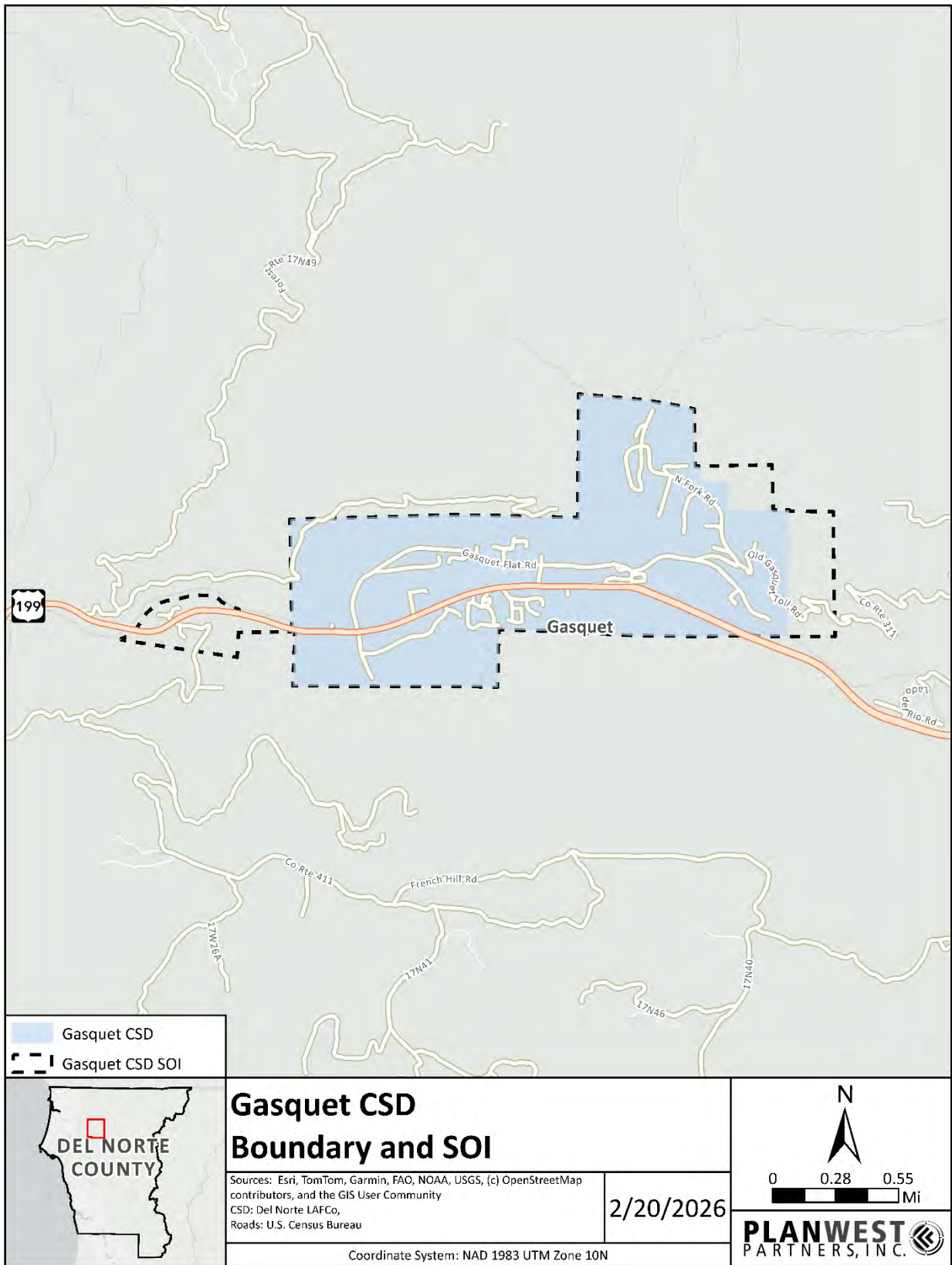
Annexation Name	Annex Year	Reason for Annexation	Acreage	Land Uses	LAFCo Resolution No.
<b>Annexation No. 1</b>	1968	Gasquet CSD wished to provide water service to the area	~13.13 acres	Residential, State and Federal lands	68-4-8
<b>Annexation No. 2, Lehman Properties</b>	1972	Property owners within 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).

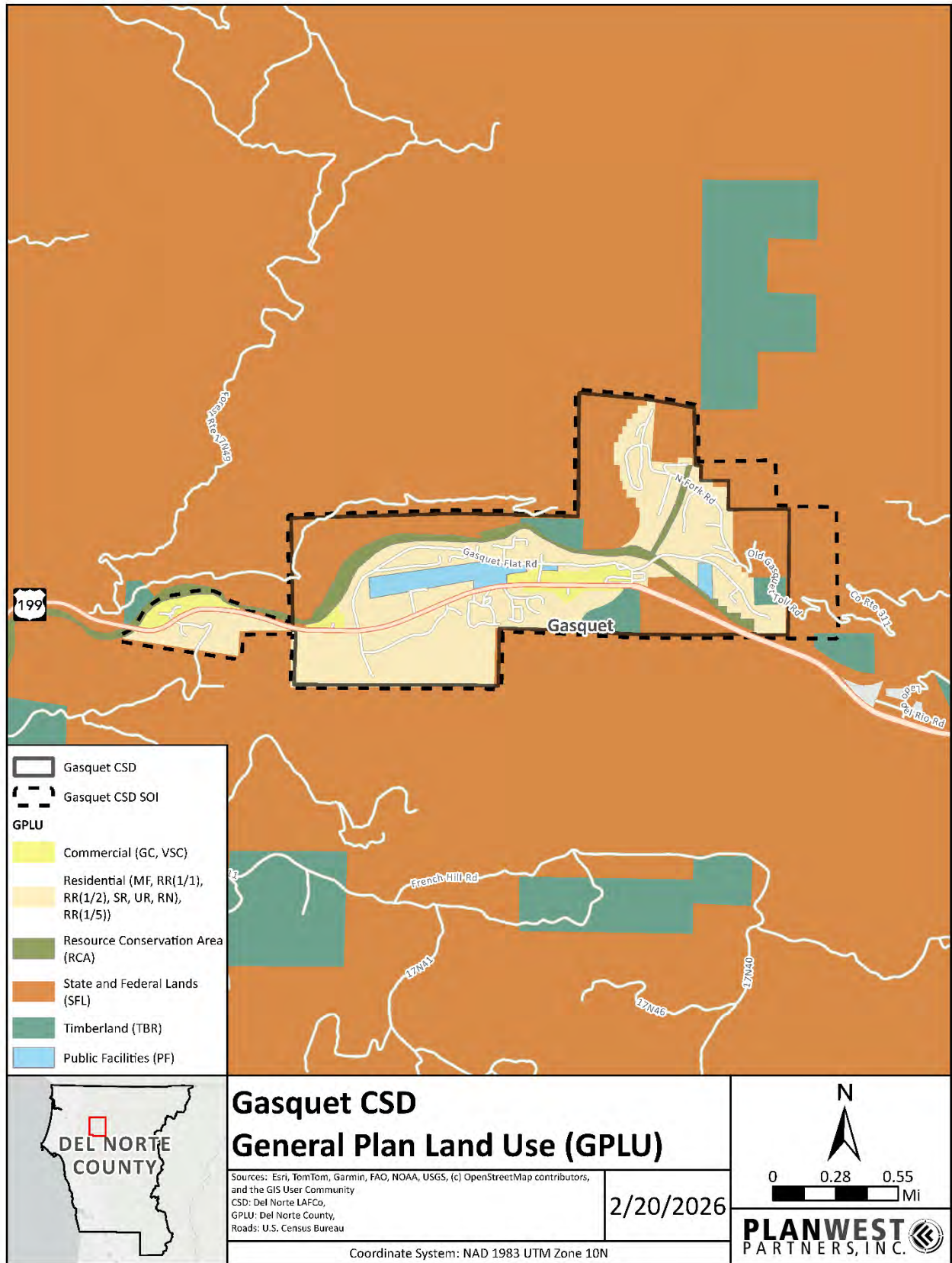
**Table 3: Land Use Designation Summary**

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.

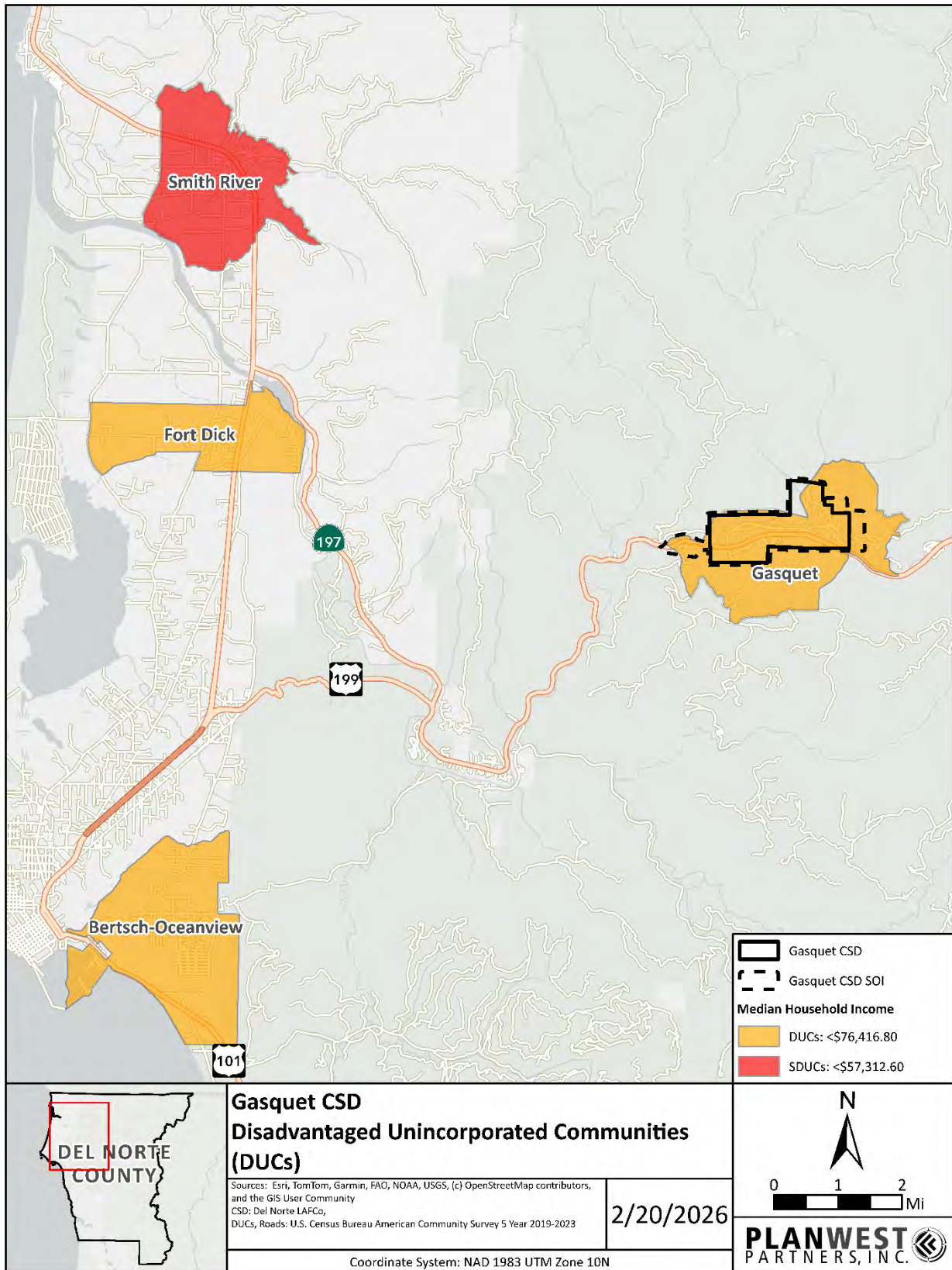
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<sup>1</sup> US Census Bureau, S0101 Age and Sex (2020 and 2023 ACS 5-Year Estimates Subject Tables), 2020 and 2023.

<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?
<b>District Contact Information</b>	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.

<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

## **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 public hearing on the MSR and SOI update was opened at the Regular Commission meeting on March 23, 2026; and

**WHEREAS**, the public hearing was continued to the next Commission meeting for additional review and discussion; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at a public hearing held on the MSR and SOI Update on May 18, 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 special meeting of the Del Norte Local Agency Formation Commission on the 18<sup>th</sup> day of May 2026, and adopted by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

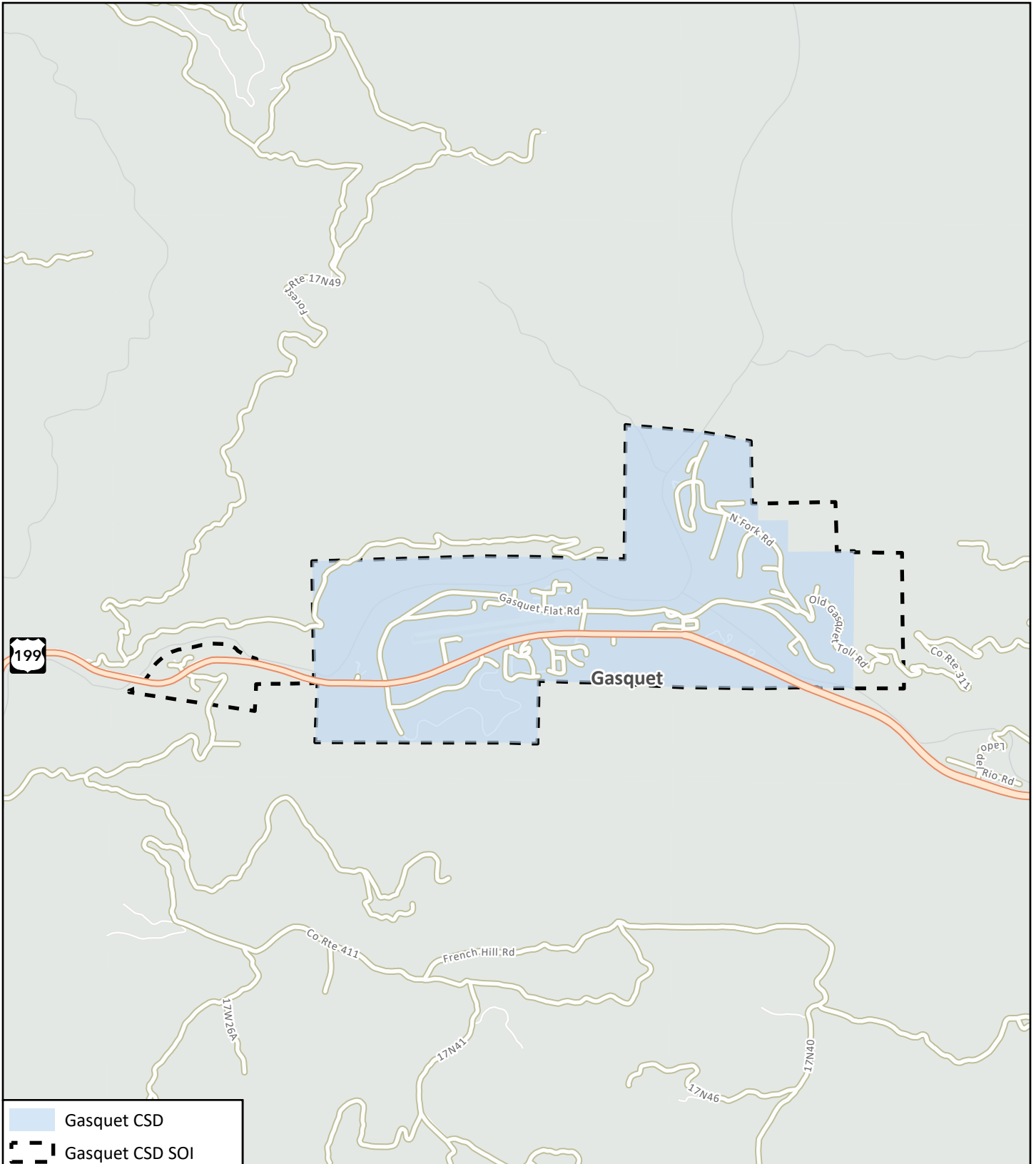
Attest:

\_\_\_\_\_  
Dean Wilson, Chair  
Del Norte LAFCo

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

EXHIBIT A - Gasquet CSD Boundary and Sphere of Influence Map

Exhibit A



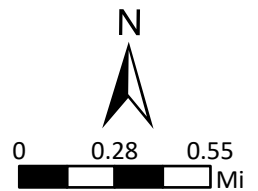
Gasquet CSD  
 Gasquet CSD SOI



## 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



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

### AGENDA ITEM 4.B.

**MEETING DATE:** May 18, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY 2026-27 Final Budget  
*The Commission will consider adopting Resolution 26-05, approving the Final FY 2026-27 Budget and authorizing it to be circulated to the County Auditor.*

---

### 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

The Commission approved a Proposed FY 2026-27 budget at a public hearing on March 23, 2026. The proposed budget was then provided to the City of Crescent City and the County. No comments were received. The FY 2026-27 final budget proposes a five percent increase from last fiscal year including the following:

- 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:



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

- Receive verbal report from staff;
- Invite testimony; and
- Discuss item and consider action on the recommendation:

Adopt Resolution 26-05, approving the final budget for Fiscal Year 2026-27 as provided in Attachment A and authorizing the Executive Officer to distribute to the County Auditor.

#### **ATTACHMENTS**

Attachment A: Final FY 2026-27 Budget

Attachment B: Draft Resolution 26-05

Del Norte LAFCo FY 2026-27 Final Budget

ORG	Object	EXPENDITURES	Final FY 2026-27
		<b>SERVICES &amp; SUPPLIES</b>	
5301000	52700	Insurance	\$3,900.00
5301000	53120	CALAFCO Membership	\$1,709.00
5301000	52820	Printing	\$50.00
5301000	53110	Postage	\$50.00
5301000	52100	Professional Services	
		MSR/SOI Preparation	\$35,000.00
		Application Processing	\$8,000.00
5301000	52180	Prof. Serv. Exec. Officer/ Admin.	\$50,000.00
5301000	52605	Rents/Leases - Buildings/Land (12 months @ \$350/month)	\$4,200.00
5301000	52140	Prof. Serv. Legal Counsel	\$7,000.00
5301000	52830	Advertising/Publications	\$400.00
5301000	52900	Travel-Training (CALAFCO Board Mtgs/Conference)	\$450.00
5301000	59700	Interfund-Cost Plan (\$150/mo budget amount)	\$2,200.00
5301000	ADD	Public Member Stipend (up to 6 mtgs @ \$40/mtg)	\$0.00
		<b>TOTAL EXPENDITURES</b>	<b>\$112,959.00</b>
		<b>REVENUES</b>	
5301000	48762	LAFCo filing fees (Application Deposit)*	\$8,000.00
5301000	42000	Interest	\$800.00
5301000	47500	Del Norte County	\$52,079.50
5301000	47500	City of Crescent City	\$52,079.50
		Funds from Account #42801007100 (CALAFCO Exp.)	\$0.00
		<b>TOTAL REVENUES</b>	<b>\$112,959.00</b>
<b>Contingency (Unrestricted) Fund - Applied to FY 2026-27</b>			
		Staff Recommendation	\$0.00
		<b>FUND BALANCE</b>	
		Account #42801 007 100	\$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 26-05**

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

**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 proposed and final budgets each fiscal year; and

**WHEREAS**, the Executive Officer prepared a report and the Commission adopted the proposed budget at a noticed public hearing on March 23, 2026; and

**WHEREAS**, at the direction of the Commission, the Executive Officer circulated the adopted proposed budget to the County of Del Norte and City of Crescent City for review and comment; and

**WHEREAS**, the budget reflects increased expenditures for Insurance, CALAFCO Membership, Professional Services (MSR/SOI Preparation and Executive Officer/Admin), Travel/Training, with a reduction in Professional Services (Legal Counsel), and;

**WHEREAS**, the Executive Officer prepared a report with recommendations for a final budget;

**WHEREAS**, the Executive Officer's report was presented in the manner provided by law and documents a balanced budget; and

**WHEREAS**, the Commission determined the final 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 final budget for fiscal year 2026-27 as outlined in Exhibit A is adopted.
2. The overall operating costs provided in the final 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 special meeting of the Del Norte Local Agency Formation Commission on the 18<sup>th</sup> day of May 2026, and adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Attest:

\_\_\_\_\_  
Dean Wilson, Chair  
Del Norte LAFCo

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

EXHIBIT A - Final FY 2026-27 Budget

Del Norte LAFCo FY 2026-27 Final Budget

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

MEETING DATE: May 18, 2026  
TO: Del Norte Local Agency Formation Commission  
FROM: George Williamson AICP, Executive Officer  
SUBJECT: Del Norte Resource Conservation District Proposed Annexation of Territory  
*The Commission will consider adopting Resolution 26-06, approving the proposed annexation of territory to the Del Norte Resource Conservation District.*

---

#### BACKGROUND

LAFCOs are responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to regulate the formation and development of local governmental agencies and their municipal services. This includes approving or disapproving proposed changes of organization, such as district annexations, consistent with adopted policies and procedures pursuant to California Government Code (G.C.) Section 56375. LAFCOs are authorized with broad discretion in amending and conditioning changes of organization as long as they do not directly regulate land use, property development, or subdivision requirements.

Proceedings for this annexation were initiated by resolution of application adopted by the Del Norte Resource Conservation District (“DNRCD” or “District”). The District requests that its jurisdictional boundary be expanded to provide resource conservation services to all parcels in the County not already located within its boundary and within their established Sphere of Influence (SOI). The identified reason for application is to allow the DNRCD to support additional private and public landowners in the County by completing projects that protect, enhance, nurture, and conserve natural resources.

DNRCD, in its application, has determined that the proposed annexation is categorically exempt from the California Environmental Quality Act (CEQA). Upon consideration of the proposed annexation, LAFCO will make an independent conclusion regarding the applicability of any CEQA exemptions.

#### DISCUSSION

##### Reasons for Proposal

The Del Norte Resource Conservation District initiated this annexation by resolution of application (DNRCD Resolution 25-01; Attachment B). The purpose of the proposal is to facilitate and provide natural resources conservation services across the entire area inclusive of Del Norte County. The District currently provides services related to wildfire resilience, water quality, stream restoration and enhancement, agricultural lands restoration, and fish and wildlife adaptive management within its existing jurisdictional boundary and, in some cases,



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outside its boundary to the rest of the County. The annexation would allow for the District's boundary to more accurately reflect its current service provision and allow for the District to continue extending these services to the entire County.

#### Description of Annexation Area

The proposed annexation encompasses 15,807 parcels, totaling approximately 985 square miles located adjacent to the DNRCD boundary and within its adopted SOI. The parcels are situated across the entire County including incorporated (City of Crescent City) and unincorporated lands such as Smith River, Fort Dick, Gasquet, Hiouchi, and Klamath (Attachment A).

There is no anticipated development because of this annexation. Undeveloped areas in the County will not become developed as a direct result of the annexation. The approximate population of the annexation area is estimated to be 27,743 persons. There are 15,603 registered voters in the proposed annexation area.

There are no proposed land use or zoning changes. Agricultural or open-space lands will be positively impacted from the annexation and have no proposed change of use or designation as part of this annexation.

#### Service Provision

To support the proposed annexation, DNRCD prepared a Plan for Services (Attachment C) that was included with its application. At the request of LAFCo staff, the District expanded upon their Plan for Services (Attachment D). The Plan outlines the anticipated level of service to be provided and how the District would extend resource conservation services to the annexation area. It describes current projects within its jurisdictional boundary and those provided to the rest of the County, potential partnerships in other areas of the County, and funding mechanisms for providing these services.

Under Government Code §56653, LAFCo must consider whether a proposal can reasonably provide services within the affected territory and describe a description of services; the level and range of services; when those services can feasibly be extended; what conditions would be imposed upon the affected territory; and how those services will be financed. The attached Plan for Services (Attachment D) outlines these considerations.

#### **ANALYSIS**

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

#### Required Factors for Review

Government Code §56668 requires the Commission to consider 17 specific factors anytime it reviews proposals for a change of organization or reorganization involving special districts. The majority of the prescribed factors focus on the impacts of the proposed boundary changes on the service and financial capacities of the affected agencies. No single factor is determinative.



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The purpose in considering these factors is to help inform the Commission in its decision-making process.

A summary of key statements and conclusions generated in the review of the mandated factors for the proposal follows, with a complete analysis provided in Attachment E.

- **Population, Land Use, and Growth** - The annexation area covers a majority (approximately 985 square miles) of Del Norte County including incorporated (City of Crescent City) lands and unincorporated lands such as Smith River, Fort Dick, Gasquet, Hiouchi, and Klamath. No land use or zoning changes are proposed. There is an estimated population of 27,743 persons in the area. No significant growth is anticipated as a result of the annexation.
- **Need for Services and Alternatives** - The proposed annexation area requires the extension of resource conservation services. There are no other providers nearby that could serve the area. An alternative to deny the annexation and limit the District's service provision to within its jurisdictional boundary was considered but determined to be unfounded. Many other RCDs in northern California span all, or most of, the county in which they're located.
- **Effects on Adjacent Areas** - The proposed annexation would expand the District boundaries within its adopted SOI. The extension of conservation services would provide technical and financial assistance to landowners and residents across the County related to habitat restoration, natural resource conservation, and environmental health projects. The extension of conservation services could result in a healthier and more sustainable environment which could improve the value of the County, its tourism opportunities, and marketability of developed residences.
- **Conformity with LAFCo Policies and Open Space** - Positive impacts on agricultural and open-space lands are anticipated. The proposed annexation is not expected to induce the conversion of open space lands to uses other than open space uses. No urban development is proposed or anticipated. The proposal conforms with LAFCO policies and Government Code Section 56377 regarding development and preservation of open-space lands.
- **Agricultural Lands** - Lands within the County that have been designated for agricultural lands or are currently in active agricultural production will remain as agricultural lands. The proposed annexation makes no proposed change to these lands' designations and uses.
- **Boundaries** - The existing District boundary is not contiguous. The proposed annexation area is proposed to include all lands not already within the District's boundary. Thus, the annexation creates a logical, contiguous boundary that is coterminous with that of the County.
- **Regional Transportation** - The proposed annexation does not involve roadway construction or transportation system management. There is no change to any transportation services or systems as a result of the proposed annexation. The proposal



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does not conflict with any objectives in the Del Norte Local Transportation Commission's Regional Transportation Plan.

- General Plan Consistency - The annexation area is governed by the Del Norte County General Plan, City of Crescent City General Plan, Crescent City Harbor Land Use Plan, County zoning regulations, and all other applicable County and City plans. The proposed annexation supports orderly and efficient implementation of adopted land use plans.
- Sphere of Influence - The annexation area is located entirely within DNRCD's adopted SOI. LAFCo approved DNRCD's most recent comprehensive SOI Update on November 24, 2025.
- Agency Comments - Upon receipt of the annexation application, LAFCO staff circulated a Notice of Filing to affected local agencies and departments for review and comment. A comment was received from Big Rock Community Services District regarding the timeframe for providing comments; staff clarified the comment submittal process and no further comments have been received by them. Two other responses were received requesting a copy of the District's application materials - one from the City of Crescent City and one from the Elk Valley Rancheria.
- Ability to Provide Services - DNRCD has prepared a Plan for Services outlining its plan to provide resource conservation services in the annexation area, noting that many services are already provided outside of its boundary. The Del Norte County Auditor-Controller's office stated that the estimated property tax revenue subject to a negotiated exchange is zero. Based on information provided, the proposed annexation will not impair DNRCD's ability to provide adequate services.
- Water Supply - There is no increased demand on water supplies as a result of the proposed annexation as determined by Government Code §65352.5. The provision of services will not require additional water supplies; existing water supply is adequate to meet projected needs.
- Housing - The annexation has no impact on the County's ability to meet its Regional Housing Needs Allocation (RHNA) as the annexation area. No new residential units are proposed.
- Landowner and Voter Information - The proposed annexation does not have 100 percent landowner consent. LAFCo published notice of the May 18, 2026, public hearing in the Del Norte Triplicate via a standard public notice and a display advertisement in accordance with Government Code §56157(h). To date, no comments have been received from surrounding landowners, voters, or residents.
- Land Use Designations - Land uses of the parcels within the annexation area are subject to the Del Norte County General Plan. There is no change to the land use designations as part of the annexation.
- Environmental Justice - The County has a Median Household Income of \$67,058, which is considered disadvantaged. LAFCo policy is to consider and address water, sewer, and fire service deficiencies in DUCs. The proposed annexation would not address any water, sewer, and/or fire service deficiencies in the disadvantaged County or communities, but



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no marginalized populations or otherwise disadvantaged communities will be adversely affected by the proposal.

- Interest of Landowners and Inhabitants - The proposed annexation supports coordinated service delivery and long-term reliability in a manner that benefits both current and any future inhabitants.

### Other Considerations

#### *Conducting Authority Proceedings*

Pursuant to Government Code §56157(h), LAFCo has published a display advertisement of the Notice of Public Hearing regarding the May 18, public hearing. Unless LAFCo receives written opposition from landowners or registered voters within the affected territory before the conclusion of the hearing, the Commission intends to waive protest proceedings as authorized by, and in compliance with, Government Code §56663.

#### *Environmental Review*

DNRCD, in its application, has determined that the proposed annexation is exempt from the California Environmental Quality Act (CEQA). LAFCo staff have also determined the proposed annexation is covered by the common sense exemption (CEQA Guidelines Section 15061(b)3) where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. It is also categorically exempt under the Class 20 Exemption pursuant to Title 14 of the California Code of Regulations, which provides a categorical exemption for changes in organization of local agencies that do not change the geographical area in which previously existing powers are exercised.

No new development, changes in use, expansion of existing uses, or new or enhanced provision of public services are proposed or anticipated post-annexation. The proposed annexation is not anticipated to result in construction or other physical alteration of the environment because the existing land uses and public services are proposed to remain the same. There is no evidence presented of unusual circumstances that might cause a significant effect on the environment (Title 14 CCR § 15300.2(c)).

### **RECOMMENDATION**

The proposed Countywide Annexation to the Del Norte Resource Conservation District appears appropriate relative to the factors required by statute for consideration. The annexation promotes orderly growth, efficient service delivery, and clear service responsibility and is consistent with LAFCO law and adopted local plans. It is recommended the following conditions of approval be applied with delegation to the Executive Officer to determine when the requested actions have been sufficiently satisfied before proceeding with a recordation.

- a) Completion of the 30-day reconsideration period provided under Government Code §56895.
- b) Completion of conducting authority proceedings by Executive Officer (unless waived in accordance with Government Code §56663).
- c) Submittal of a final map of the affected territory conforming to the requirements of the State Board of Equalization.



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- d) Payment of any outstanding fees as identified in the Commission's adopted fee schedule.
- e) Completion of the development of a website no later than one year after the effective date of the annexation.
- f) Upon the effective date of the annexation, all parcels within the affected territory shall be subject to all applicable charges, fees, rates, rules, regulations, and ordinances lawfully enacted by the District for the provision of resource conservation services.

### Commission Options

Staff has identified three options for Commission consideration with respect to the proposal. These options are summarized below.

#### Alternative Action One (Recommended):

Find the proposed annexation exempt from CEQA as noted above and adopt the draft resolution identified as Attachment F, approving the proposed annexation subject to the conditions outlined in this report.

#### Alternative Action Two:

Continue consideration of the item to the next regular meeting and provide direction to staff for additional information as needed.

#### Alternative Action Three:

Deny the proposal which would statutorily prohibit the initiation of a similar proposal for one year unless a request for reconsideration is filed and approved within 30 days of Commission action.

### Procedures for Consideration

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

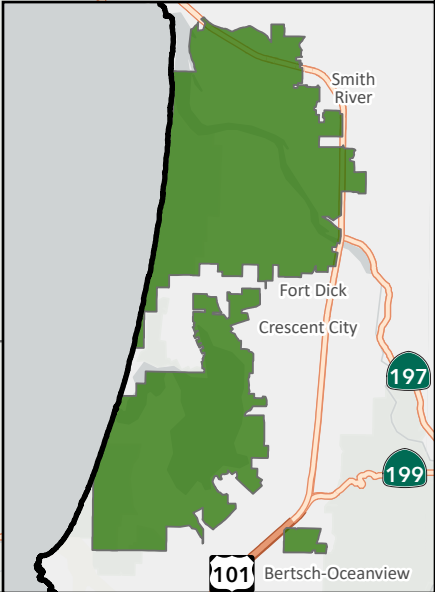
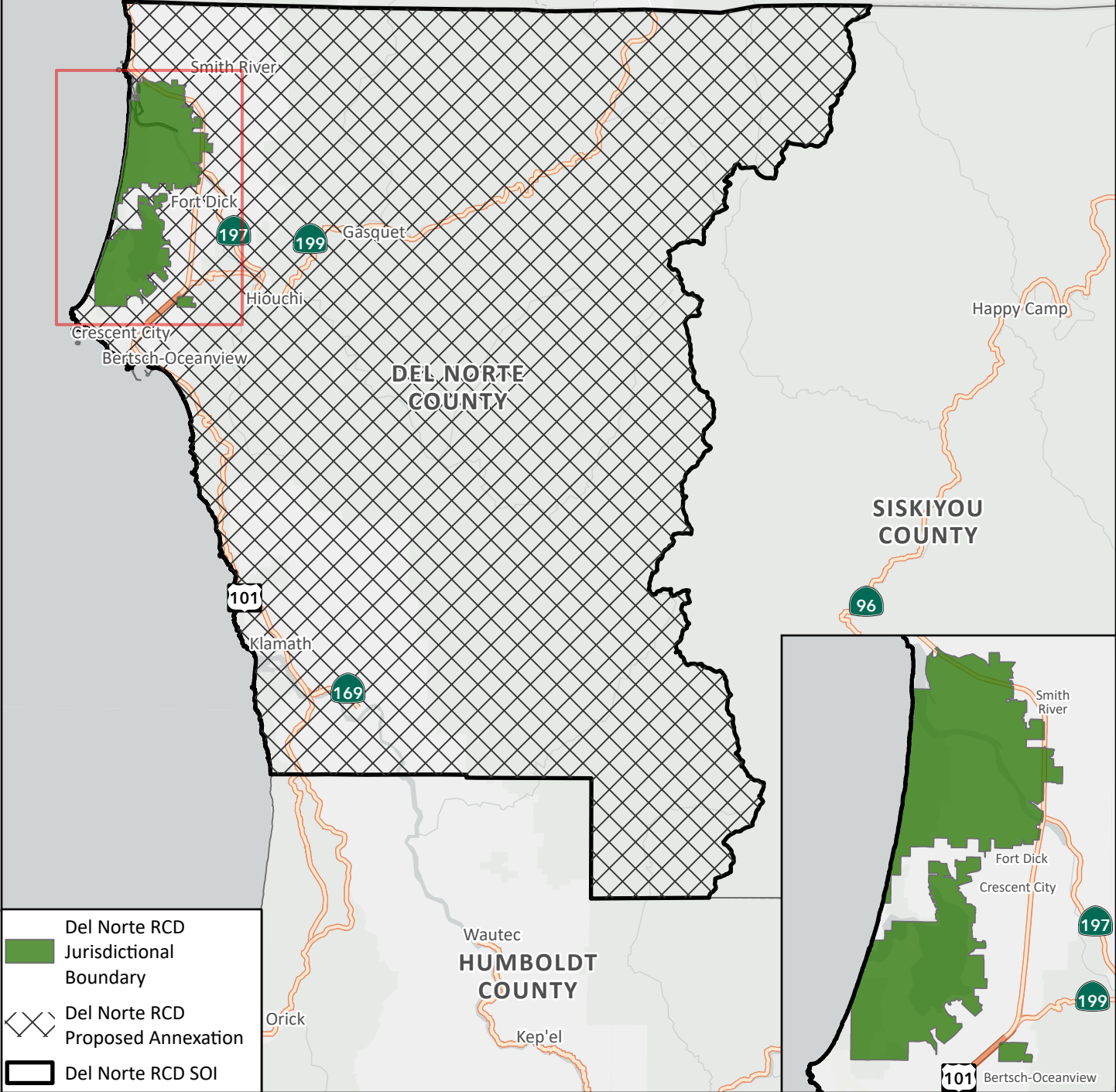
- A. Receive verbal report from staff;
- B. Open the public hearing and invite testimony; and
- C. Discuss item and - if appropriate - close the hearing and consider action on recommendation:

*"I move to adopt Resolution No. 2026-06, finding the proposed annexation categorically exempt from CEQA and approving the Del Norte Resource Conservation District Countywide Annexation, subject to conditions as identified in the resolution."*

### ATTACHMENTS

- Attachment A: DNRCD Proposed Annexation Area Map
- Attachment B: DNRCD Resolution 25-01
- Attachment C: Original Plan for Services
- Attachment D: Expanded Plan for Services
- Attachment E: Required Factors for Review
- Attachment F: Draft Resolution 26-06

# OREGON



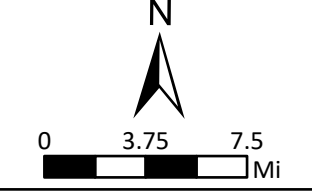
- Del Norte RCD Jurisdictional Boundary
- Del Norte RCD Proposed Annexation
- Del Norte RCD SOI



## Del Norte RCD Proposed Annexation

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

1/22/2026



Coordinate System: NAD 1983 UTM Zone 10N



241 W First St, Suite B, Smith River, CA 95567  
DelNorteRCD@yahoo.com

DEL NORTE COUNTY RESOURCE CONSERVATION DISTRICT (DNRCD)  
BOARD OF DIRECTORS

RESOLUTION NO. 25-01

RESOLUTION OF APPLICATION OF THE DEL NORTE RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS REQUESTING THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION INITIATE PROCEEDINGS FOR ANNEXATION OF TERRITORY TO THE DISTRICT

---

**RESOLVED**, by the Del Norte Resource Conservation District Board of Directors, that:

**WHEREAS**, the Del Norte Resource Conservation District (DNRCD) was formed by order of Del Norte County Board of Supervisor's August 2005; and

**WHEREAS**, DNRCD is operating as a Special District established under Division 9 of the California Public Resources Code to deliver and facilitate natural resources conservation services; and

**WHEREAS**, the DNRCD Board of Directors desires to initiate proceedings pursuant to Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with California Government Code Section 56000, for the annexation of territory to the District; and

**WHEREAS**, the proposed annexation of territory is consistent with the adopted DNRCD sphere of influence; and

**WHEREAS**, the reason for the proposed change of organization is to facilitate and provide natural resources conservation services across the entire area inclusive of Del Norte County, the incorporated area of Crescent City and the unincorporated areas of Smith River, Fort Dick, Gasquet, Hiouchi and Klamath; and

**WHEREAS**, notice of intent to adopt this resolution of application has been given, and this Board has conducted a public meeting based on this notification; and

**NOW, THEREFORE**, This Resolution of Application is hereby approved and adopted by the DNRCD Board of Directors.

The Del Norte Local Agency Formation Commission is hereby requested to initiate proceedings for the proposed change of organization that includes the entire area inclusive of Del Norte County, the incorporated area of Crescent City and the unincorporated areas of Smith River, Fort Dick, Gasquet, Hiouchi and Klamath in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.


Passed and Adopted by the Board of Directors of the Del Norte Resource Conservation District this 19th day of February, 2025.

I, the undersigned, hereby certify that the foregoing Resolution Number 25-01 was duly adopted by the Board of Directors following roll call vote:

Ayes: Matt Westbrook, Rob Miller, Vanessa Nunes, Steven Westbrook, Rich Wetherell, Robert Tedson

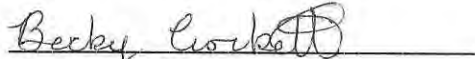
Nays: none

Absent: Blake Alexandre



Matt Westbrook, Chairman  
DNRCD Board of Directors

ATTEST:



Becky Crockett  
DNRCD District Manager

RCD Annexation Application Plan for Services.

(1) An enumeration and description of the services currently provided or to be extended to the affected territory.

The DNRCD aims to provide the following services County-wide for the purpose of facilitating and actively participating in achieving an improvement in the balance between the natural environment and resource productivity within our county.

**Collaboration Lead:** Lead, facilitate collaboration and participate as appropriate in projects within Del Norte County impacting agriculture, forestry, natural resources and land use.

**Wildfire Resilience:** Work closely with all entities engaged in wildfire management projects to prevent wildfires, increase resilience, maintain existing risk reduction efforts and reduce the risk of wildfires to communities, agriculture, forestry and resource lands. Evaluate opportunities for biomass utilization in agriculture, forestry, energy production and carbon sequestration.

**Water Quality:** Effectively manage agriculture, forestry and natural resources towards improving water quality including: improving drainage, erosion control and productivity on agricultural lands; restoring riparian habitat by establishing native vegetation; advocating on-site nutrient management; establishing buffer areas between tilled agriculture and natural stream corridors; and restoring natural fluvial processes for sediment transport.

**Stream Restoration and Enhancement:** Actively lead, advocate and provide financial support (grant applications) for stream restoration and riparian enhancements in support of aquatic and terrestrial species habitat; especially for the benefit of native fish populations.

**Agricultural Lands Restoration:** Advocate and work with agricultural property owners and renters to restore compromised agricultural lands to increase productivity. Actions to include noxious weed abatement, grazing recommendations for Aleutian Goose and Roosevelt Elk management, coordination with the Natural Resource Conservation Service for education and financial assistance, and advocacy towards maintaining and preserving the utilization of historical agricultural lands in the county.

**Fish and Wildlife Adaptive Management:** Advocate, lead and actively participate in fish and wildlife projects that provide a mutual benefit to agriculture, forestry production and species preservation. Examples include management of the Aleutian Goose and Roosevelt Elk populations.

(2) The level and range of those services.

The level of services to be provided is dependent on grant approval for various projects that are proposed. The range of services is county wide.

(3) An indication of when those services can feasibly be extended to the affected territory, if new services are proposed.

The opportunity for RCD services are to be extended upon approval of annexation with no new services being required in order for implementation.

(4) An indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed.

No new improvements or upgrades to structures, roads, sewer or water facilities, or other conditions are required.

(5) Information with respect to how those services will be financed.

Services will continue to be provided through grant funding as opportunities arise.

**Del Norte Resource Conservation District  
LAFCo Annexation Application  
Plan for Services**

**1. Please provide expanded information on the District's plan for services related to Collaboration Lead; Wildfire Resilience; Water Quality; Stream Restoration and Enhancement; Agricultural Lands Restoration; and Fish and Wildlife Adaptive Management:**

**a. An enumeration and description of the services currently provided or to be extended to the affected territory:**

The Del Norte Resource Conservation District (DNRC) is currently involved in several projects that encompass the above services, many of which are both within the existing district boundary and many which extend beyond the district boundary countywide. Some examples include: Developing the Smith River Plain Watershed Management Plan, Leading the collaborative effort to develop a plan for the Tolowa Dunes Wildlife Area; Working with the Smith River Alliance (SRA) on the Tryon Creek Restoration Project and the Delilah Creek Restoration Project; Partnering with the Del Norte Fire Safe Council (DNFSC) on the Westbrook Prairie prescribed burn; Working with the County, the US Forest Service and the DNFSC to develop the Smith to Klamath Initiative (a landscape scale context for long-term forest health and fire resilience); Working with the DNFSC on the development of a countywide update to the Community Wildfire Protection Plan; Leading a Cal-Fire 2.6 Million Forest Health Grant with the DNFSC, Green Diamond, the USFS, and the Tolowa Dee-Ni' Nation for the Hiouchi to Smith River Forest Health & Protection Plan; Leading the grant applications countywide for the California Department of Food and Agriculture Healthy Soils Program (HSP) and State Water Efficiency and Enhancement Program (SWEEP); Recipient of the North Coast Resource Partnership (NCRP) 2026 Capacity Grant (\$75,000.) to assist with expanded services county-wide.

**b. The level and range of those services.**

The level of services will be extended for all activities within the knowledge and experience of the DNRC for the elements identified above provided grant funding for those services exist or can be awarded. The range of those services is planned countywide. As noted above, many services have already been extended countywide.

**c. An indication of when those services can feasibly be extended to the affected territory, if new services are proposed.**

The DNRC is currently offering services countywide as explained in the above description of the projects currently under way. The opportunity to extend these services countywide has been partly determined by the requirements of the grant funding agencies.

**d. An indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed.**

No improvement or upgrades to infrastructure is required for the DNRC to expand services countywide.

**e. Information with respect to how those services will be financed.**

The DNRC's services are all funded through state and federal grants.

**2. What potential partnerships do you anticipate in the south and east regions of the County?**

With the official boundary expansion countywide, the DNRCS will continue to extend assistance and partnerships both east and south of the existing boundary. These partnerships include the USFS, private timber entities, the Elk Vally Rancheria, the Yurok, multiple environmental organizations, the communities of Crescent City, Hiouch, Gasquet and Fort Dick and the Grange.

**3. What opportunities for adaptive fish and wildlife management exist in the proposed annexation territory?**

Multiple project opportunities for fish and wildlife adaptive management have been identified within the proposed annexation territory. These opportunities include expansion of the Smith River Watershed Management Plan and implementation of fish restoration projects to the south side of the Smith River Plain; continuation in leading the Management Plan for the Tolowa Dunes Wildlife Area; agriculture pasture improvements on lands south of the existing boundary to facilitate management of elk populations; assistance and grant funding collaboration for the continuing Elk Creek wetlands project; and collaboration with the Yurok fisheries on Klamath fish restoration projects.

**4. Are there any plans to find an eligible agency to assist with grant writing for the 2026 State Fire Capacity Grant Program?**

As noted by LAFCo, this grant program allocates up to \$200,000. with a focus on developing Community Wildfire Protection Plans, Hazardous Fuels Reduction on non-federal lands and Wildfire Prevention and Mitigation education and outreach. The DNRCD has not focused on this funding source or looked for an agency to assist with grant writing. The DNRCD has several years of experience writing grant applications and has relied on the Humboldt County RCD and the DNFSC for assistance in writing grant applications with a focus on the 3 areas set forth in the 2026 State Fire Capacity Grant Program. The DNRCD will be assisting the DNFSC in updating the Del Norte County Community Wildfire Protection Plan under grants already awarded. The DNRCD is the lead in a 2.6 Million Forest Health Grant which includes Hazardous Fuels Reduction on non-federal lands (Green Diamond). The DNRCD has also been awarded funds for Wildfire Prevention and Mitigation education and outreach through a California Coastal Conservancy (SCC) Block Grant.

**5. Please provide information related to the maintenance of physical and economic integrity of agricultural lands resulting from the proposal.**

There are multiple opportunities to improve agricultural lands in Del Norte County to enhance the economic integrity of our lands. The DNRCD is working closely with agricultural producers to identify and fund regenerative land management approaches and diversify crop commodities that can thrive in Del Norte County and result in an economic benefit to producers. The DNRCD will lead two grant opportunities for Del Norte County (Healthy Soils and the State Water Efficiency and Enhancement Programs) to fund these activities. Multiple actions are underway in research, education and development including utilizing biochar to resolve chemical issues within lily bulb soils, providing funding opportunities to socially disadvantaged producers and identifying viable alternative crop opportunities for potential agricultural producers.

**6. If the District is successful with new projects in the proposed annexation territory, is there start-up funding available?**

Yes. The Natural Resource Conservation Service (NRCS) provided funding for a staff person through October 2026. The SCC through a block grant with the North Coast RCD Regional Collaborative provided funding to initiate wildfire planning and the North Coast Resource Partnership (NCRP) provided the DNRCD a Capacity Funding Grant in April, 2026.

**7. Please provide an update on the development of a District website. Is there an updated timeline for this?**

Development of a DNRCD website is a requirement of the SCC Wildfire Block Grant awarded in 2025. That work program has the work on website development starting in January, 2026 and being completed in June, 2026.

**AGENDA ITEM 4.C.  
ATTACHMENT E: ANALYSIS OF REQUIRED FACTORS**

Government Code §56668 requires the Commission to consider 17 specific factors anytime it reviews proposals for a change of organization or reorganization involving special districts. The purpose in considering these factors is to help inform the Commission in its decision-making process.

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

The proposed Del Norte Resource Conservation District (DNRCD) annexation area covers a majority (approximately 985 square miles) of Del Norte County, including incorporated (City of Crescent City) lands and unincorporated lands such as Smith River, Fort Dick, Gasquet, Hiouchi, and Klamath. The County is made up of steep terrain, redwood forested lands, and a large coastal zone. There are 15,807 parcels included in the proposed annexation area. Much of the County is undeveloped and largely forested; large portions of County land are federally or state owned as part of Six Rivers National Forest, Smith River National Recreation Area, and Redwood National and State Parks.

There is an estimated population of 27,743<sup>1</sup> persons and 15,603<sup>2</sup> registered voters in the area. As such, the area is considered inhabited for purposes of the LAFCO annexation process (more than 12 registered voters).

Land uses within the annexation area are subject to the Del Norte County General Plan, last comprehensively updated in 2003. Land use designations within the annexation area include: Agricultural Prime; Agricultural General; Timberland; Rural Residential; Rural Neighborhood; Rural Mobilehome Park; Golf; Visitor-Serving Commercial; General Commercial; Light Industrial; General Industrial; Agricultural Industrial; Suburban Residential; Urban Residential; Multi-Family; Urban Mobilehome Park; Public Facility; Resource Conservation Area; Natural Hazard; Riparian Corridor; Harbor Dependent; Harbor Dependent Commercial; Harbor Dependent Recreational; Harbor Related; Greenery; and Federal/State Lands.

Zoning is subject to the Del Norte County Zoning Code and must be consistent with the General Plan. The County designates non-coastal zoning and coastal-zoning. Zoning designations within the annexation area include: U (Unclassified); A (Agricultural districts); R1-A (Single family residential-agricultural districts); R2-A (Multiple family residential-agricultural districts); R-1 (Single family residence districts); R-2 (Low density multiple family residence districts); R-3 (High density multiple family residence districts); R-H (Residential-highway districts); C-1 (Neighborhood commercial districts); C-2 (Central business districts); C-3 (General commercial districts); M (Industrial districts); P-C (Planned community districts); F-R (Forest-recreation districts); T (Trailer and mobile home districts); FP-1 (Primary flood plain districts); FP-2 (Secondary flood plain districts); FP-3 (Tertiary flood plain districts); and B combining (Building site area districts).

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<sup>1</sup> US Census Bureau. 2020. Table P1: Race. Decennial Census.

<sup>2</sup> Statewide Database. 2025. "2025 Special Election Precinct Data". <https://statewidedatabase.org/d20/s25.html>.

No land use or zoning changes will result from the annexation. The total assessed value of properties within the annexation area is \$2,854,188,840<sup>3</sup>. The proposed annexation does not have 100 percent landowner consent.

There is no proposed development as part of this annexation and as such, no significant growth is anticipated as a result of the annexation. Del Norte County is projected to experience a slow decline in population between now and 2030 according to the California Department of Finance.

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

The proposed annexation area requires the extension of resource conservation services. Some of the areas within the proposed annexation territory are sites of current conservation programs related to wildfire resilience, water quality, stream restoration and enhancement, agricultural lands restoration, and fish and wildlife adaptive management. Some services are only being provided within the existing district boundary. Should annexation be approved, landowners and areas of the entire County would be able to more easily receive natural resource conservation services and conservation planning efforts.

The provision of resource conservation services will be financed through state and federal grants. All DNRCD services are grant funded.

No infrastructure improvements or upgrades are required in order for DNRCD to extend services into the proposed annexation territory.

As part of its review, LAFCO is required to consider alternative courses of action related to the cost and adequacy of services in the affected area and adjacent areas. There are no other nearby resource conservation service providers that could begin providing service to the proposed annexation area, with the exception of out-of-county providers or the North Coast Resource Partnership (NCRP) which is a collaborative organization that works with entities such as Resource Conservation Districts (RCDs) to carry out its work.

An alternative to annexation could be denying the annexation and limiting the District to only providing services within its jurisdictional boundary. However, this is not a recommended alternative as many services are already being provided in the proposed annexation territory due to countywide collaborative efforts. Additionally, many RCDs in the north state including Humboldt, Trinity, and Mendocino RCDs cover all, or nearly all, of County lands. It is a common practice for RCDs to encompass much of the county they're located in. As such, there is no practical alternative to annexation to the DNRCD.

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

The proposed annexation to the DNRCD would expand the District boundaries within its adopted Sphere of Influence (SOI). The proposed annexation is located adjacent to the District's

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<sup>3</sup> ArcGis. March 23, 2026. Land parcels within Del Norte County.  
<https://www.arcgis.com/home/item.html?id=82781d56aaf04655b4bb551b5e907aa3#overview>

boundary and would allow the extension of resource conservation services to the parcels in the annexation area. The extension of conservation services would provide technical and financial assistance to landowners and residents across the County related to habitat restoration, natural resource conservation, and environmental health projects. The District partners with local, state, federal, non-governmental, and other agencies including the Del Norte Fire Safe Council, US Forest Service, Green Diamond, and the Tolowa Dee-Ni' Nation on a variety of projects that directly restore natural lands and promote wildfire resiliency.

These projects result in a healthier and more sustainable environment which increases value of the County and tourism opportunities, a major contributor to the area's economy. Resource conservation service extension could improve the value and marketability of developed residences, making them more attractive and sustainable for future generations.

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

Government Code §56377 requires LAFCo to consider the effect of a proposal on the preservation of open space, including agricultural and timberlands, and the consistency of the proposal with applicable open-space conservation policies. The extension of services in the proposed annexation area will have a positive impact on agricultural and open-space lands. The District works on a variety of projects for soil health (CA Dept of Food and Agriculture Healthy Soils Program), prescribed burns, and wildlife areas.

However, the proposed annexation is not expected to induce the conversion of open space lands to uses other than open space uses. Agricultural, timberland, and open-space lands are anticipated to remain as natural lands and are proposed to be restored or protected through the extension of resource conservation services. As such, the proposed annexation conforms with LAFCo policies and Government Code §56377 regarding development and preservation of open-space lands.

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

Government Code §56016 requires LAFCo to consider whether a proposal would adversely affect the physical and economic integrity of agricultural lands, defined as land currently used for agricultural production or designated for long-term agricultural use. Lands within the County that have been designated for agricultural lands or are currently in active agricultural production will remain as agricultural lands. The proposed annexation makes no proposed change to these lands' designations and uses.

The DNRCD is working closely with agricultural producers to identify and fund regenerative land management approaches and diversify crop commodities that can thrive in Del Norte County and result in an economic benefit to producers. The DNRCD will lead two grant opportunities for Del Norte County (Healthy Soils and the State Water Efficiency and Enhancement Programs) to fund these activities. Multiple actions are underway in research, education and development including utilizing biochar to resolve chemical issues within lily bulb soils, providing funding opportunities to socially disadvantaged producers and identifying viable alternative crop opportunities for potential agricultural producers.

DNRCD, in its application, has determined that the proposed annexation is exempt from the California Environmental Quality Act (CEQA). LAFCo staff have also determined the proposed annexation is covered by the common sense exemption (CEQA Guidelines Section 15061(b)3) where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. It is also categorically exempt under the Class 20 Exemption pursuant to Title 14 of the California Code of Regulations, which provides a categorical exemption for changes in organization of local agencies that do not change the geographical area in which previously existing powers are exercised.

No new development, changes in use, expansion of existing uses, or new or enhanced provision of public services are proposed or anticipated post-annexation. The proposed annexation is not anticipated to result in construction or other physical alteration of the environment because the existing land uses and public services are proposed to remain the same. There is no evidence presented of unusual circumstances that might cause a significant effect on the environment (Title 14 CCR § 15300.2(c)).

Based on the District's environmental review and long-range land use designations for the area, the proposed annexation would not impair the physical or economic integrity of agricultural lands consistent with Government Code §56016.

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

The existing District boundary is not contiguous. The proposed annexation area is proposed to include all lands not already within the District's boundary. Thus, the annexation creates a logical, contiguous boundary that is coterminous with that of the County.

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

Government Code §65080 requires the preparation of a Regional Transportation Plan (RTP) by the region's designated transportation planning agency. In Del Norte County, this function is carried out by the Del Norte Local Transportation Commission, which has adopted a long-range Regional Transportation Plan (RTP) that was most recently adopted in 2024. The RTP will be updated every four to five years. Since the annexation is countywide, there are many regional transportation projects identified within the annexation area.

The proposed DNRCD annexation does not involve roadway construction, roadway ownership, or transportation system management, all of which remain under Del Norte County jurisdiction. There is no change to any transportation services or systems as a result of the proposed annexation.

From a LAFCo perspective, the annexation enables the provision of resource conservation service and does not conflict with any current regional transportation objectives or preclude any future transportation improvements that may be identified in future RTP updates. Any future roadway extensions, connectivity improvements, or funding mechanisms remain subject to separate County review, programming, and approval processes. Accordingly, the proposed annexation does not impair consistency with Government Code §65080 or adopted regional transportation planning policies.

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

The annexation area is governed by the Del Norte County General Plan, City of Crescent City General Plan, Crescent City Harbor Land Use Plan, County zoning regulations, and all other applicable County and City plans. The County General Plan states that project design must reflect and consider natural features, suitability of soils, availability of water, hazards, circulation, and the relationship of the project to surrounding uses.

From a LAFCo perspective, the proposed annexation supports orderly and efficient implementation of adopted land use plans by enabling resource conservation services in developed areas long planned for urban services and undeveloped lands planned for natural resource preservation and management.

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

The proposed annexation area is located entirely within DNRCD's adopted Sphere of Influence (SOI). LAFCo approved DNRCD's most recent comprehensive SOI Update on November 24, 2025, which expanded the District's SOI to be countywide. The proposed annexation area falls within the SOI and is therefore consistent with the Commission's long-range planning determination regarding DNRCD's future service area.

As required by the SOI conditions, DNRCD has documented service availability through its annexation application materials, including the identification of potential start-up grant funding from entities such as the Natural Resource Conservation Service (NRCS), North Coast Resource Partnership (NCRP), and California State Coastal Conservancy (SCC). The annexation remains consistent with the Commission's SOI policies related to growth management, resource protection, and orderly service provision.

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

Upon receipt of the annexation application, LAFCo staff circulated a Notice of Filing and referral materials to affected local agencies and departments for review and comment in January 2026. One comment was received by Big Rock Community Services District requesting a copy of the District's application materials and stating that the timeframe given to provide public comment prior to the annexation going to hearing was inadequate. Staff explained that the Notice of Filing was soliciting a first round of agency comments and that comments would continue to be accepted anytime prior to, or at, the public hearing on the item once scheduled. No further comments have been received from the District to date.

Two other responses were received requesting a copy of the District's application materials, including one from the City of Crescent City and one from the Elk Valley Rancheria. No further comments have been received.

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

DNRCD has prepared a Plan for Services ([Attachment D](#)) outlining its plan to provide resource conservation services in the annexation area, noting that many services are already provided

outside of its boundary. There are no required infrastructure improvements necessary to support the provision of services. All service provision is funded by grant funding.

Upon annexation, the affected territory would become subject to all previously authorized charges, fees, assessments, special taxes, rules, regulations, and ordinances lawfully enacted by the DNRCD.

The Del Norte County Auditor-Controller's office stated on April 9, 2026, that "Pursuant to a notice of possible annexation issued by the Del Norte Resource Conservation District, and as required by Revenue and Taxation Code Section 99(b)(3), the Del Norte Auditor-Controller office has determined that the estimated property tax revenue subject to a negotiated exchange is zero." Therefore, the District will not receive any base year property tax revenue or annual property tax increment revenue for the parcels affected by the proposed annexation. Based on information provided, the proposed annexation will not impair DNRCD's ability to provide adequate services.

**12) *Timely availability of water supplies adequate for projected needs as specified in G.C. §65352.5.***

There is no increased demand on water supplies as a result of the proposed annexation as determined by Government Code §65352.5. Water service providers vary depending on the location in the County but include private water systems, special districts, and the City of Crescent City.

However, the proposed annexation has the potential to impact water resource management. The District engages in water management projects including the development of the Smith River Plain Watershed Management Plan and various stream restoration projects. These projects will not require additional water supplies; existing water supply is adequate to meet projected needs.

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

The annexation has no impact on the County's ability to implement its housing plans and make meaningful progress toward meeting its 6<sup>th</sup> Cycle Regional Housing Needs Allocation (RHNA). No new residential units are proposed as part of this annexation proposal.

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

DNRCD has not received written consent from 100 percent of the landowners within the proposed annexation. LAFCo published a standard public notice and display advertisement regarding the May 18, 2026, public hearing in the Del Norte Triplicate instead of mailing notice directly to landowners and registered voters in accordance with Government Code §56157(h). To date, no comments have been received from surrounding landowners, voters, or residents regarding the proposed annexation.

Unless LAFCo receives written opposition to the proposal from landowners or registered voters within the affected territory before the conclusion of the hearing on the proposal, the Commission intends to waive protest proceedings as authorized by, and in compliance with, California Government Code §56663.

**15) Any information relating to existing land use designations.**

Land uses within the County are subject to the Del Norte County General Plan and include the following land uses: Agricultural Prime; Agricultural General; Timberland; Rural Residential; Rural Neighborhood; Rural Mobilehome Park; Golf; Visitor-Serving Commercial; General Commercial; Light Industrial; General Industrial; Agricultural Industrial; Suburban Residential; Urban Residential; Multi-Family; Urban Mobilehome Park; Public Facility; Resource Conservation Area; Natural Hazard; Riparian Corridor; Harbor Dependent; Harbor Dependent Commercial; Harbor Dependent Recreational; Harbor Related; Greenery; and Federal/State Lands.

There is no change to the land use designations of the parcels as part of the annexation proposal.

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

The proposal would not result in inconsistencies with environmental justice safeguards. Residents within the proposed annexation area would receive their current level of public services (water, fire protection, sewer, etc); the proposed annexation would have no effect on current public service provision in the County.

Del Norte County has a Median Household Income (MHI) of \$67,058 according to the 2024 American Community Survey 5-Year Estimates by the US Census Bureau. This is 67 percent of the State's MHI of \$100,149. While the County cannot qualify as a Disadvantaged Unincorporated Community (DUC) since a county is not eligible for this distinction, the County is considered economically disadvantaged and many communities in Del Norte are classified as a DUC. LAFCo policy is to consider and address water, sewer, and/or fire service deficiencies in DUCs. The proposed annexation would not address any water, sewer, and/or fire service deficiencies in the disadvantaged County or communities, but no marginalized populations or otherwise disadvantaged communities will be adversely affected by the proposal.

**17) In the case of district annexation, whether the proposed annexation will be for the interest of landowners or present or future inhabitants within the district and within the territory proposed to be annexed to the district.**

The proposed annexation supports coordinated service delivery and natural resource conservation in a manner that benefits both current and any future inhabitants. Current and future residents will benefit from having the potential for resource conservation projects to occur in their area of the County.

DEL NORTE LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 26-06

RESOLUTION OF THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION APPROVING THE ANNEXATION OF TERRITORY TO THE DEL NORTE RESOURCE CONSERVATION DISTRICT

**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 Resource Conservation District (“Del Norte RCD” or “District”) provides resource conservation services to areas within its jurisdictional boundary; and

**WHEREAS**, the Commission conducted a MSR to evaluate the availability and performance of governmental services provided by the 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, amending the sphere to cover the entirety of Del Norte County; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at a public hearing held on the MSR and SOI Update on November 24, 2025; and

**WHEREAS**, the Commission approved the SOI amendment for the District by Resolution 25-06; and

**WHEREAS**, the District filed an application with the Commission by resolution of application; and

**WHEREAS**, the proposal seeks Commission approval for annexation of approximately 985 square miles within the sphere of influence of the Del Norte RCD; and

**WHEREAS**, the Executive Officer has given notice of the public hearing by the Commission on this matter 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 May 18, 2026; and

**WHEREAS**, the Commission considered all the factors required under California Government Code Section 56668 and adopted local policies and procedures.

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

1. The Commission’s determinations on the proposal incorporate the information and analysis provided in the Executive Officer’s written report.

2. The Commission, as Responsible Agency, hereby determines that the annexation is exempt from the California Environmental Quality Act (CEQA) under the common sense exemption (CEQA Guidelines Section 15061(b)3) and the Class 20 Exemption pursuant to Title 14 of the California Code of Regulations, which provides a categorical exemption for changes in organization of local agencies that do not change the geographical area in which previously existing powers are exercised. For the following reasons, this exemption applies:
  - No new development, changes in use, expansion of existing uses, or new or enhanced provision of public services are proposed or anticipated post-annexation.
  - The proposed annexation is not anticipated to result in construction or other physical alteration of the environment because the existing land uses and public services are proposed to remain the same.
  - There is no evidence presented of unusual circumstances that might cause a significant effect on the environment (Title 14 CCR § 15300.2(c)).
3. The Commission approves the annexation of resource conservation service areas served by Del Norte RCD, contingent upon the satisfaction of the following terms and conditions as determined by the Executive Officer:
  - a. Completion of the 30-day reconsideration period provided under Government Code §56895.
  - b. Completion of conducting authority proceedings by Executive Officer (unless waived in accordance with Government Code §56663).
  - c. Submittal of a final map of the affected territory conforming to the requirements of the State Board of Equalization.
  - d. Payment of any outstanding fees as identified in the Commission's adopted fee schedule.
  - e. Completion of the development of a website no later than one year after the effective date of the annexation.
  - f. Upon the effective date of the annexation, all parcels within the affected territory shall be subject to all applicable charges, fees, rates, rules, regulations, and ordinances lawfully enacted by the District for the provision of resource conservation services.
4. Unless written opposition to the proposal is received from landowners or registered voters within the affected territory before the conclusion of the hearing, the Commission intends to waive protest proceedings, as authorized by, California Government Code Section 56663.
5. The proposal is assigned the following distinctive short-term designation:

Del Norte RCD Annexation 26-06
6. The effective date shall be the date of recordation of the Certificate of Completion. The Certificate of Completion must be filed within one calendar year from the date of approval unless a time extension is approved by the Commission.

**BE IT FURTHER RESOLVED** that the Del Norte Resource Conservation District - Annexation

of Countywide Territory is hereby approved and incorporated as presented on the attached Exhibit A.

**THE FOREGOING RESOLUTION** was introduced at a special meeting of the Del Norte Local Agency Formation Commission on the 18<sup>th</sup> day of May 2026, and adopted by the following vote:

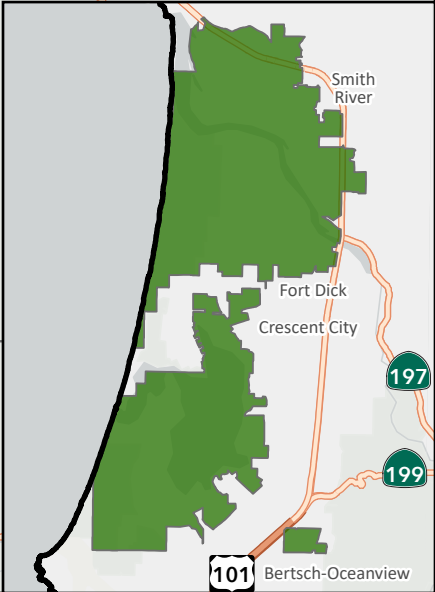
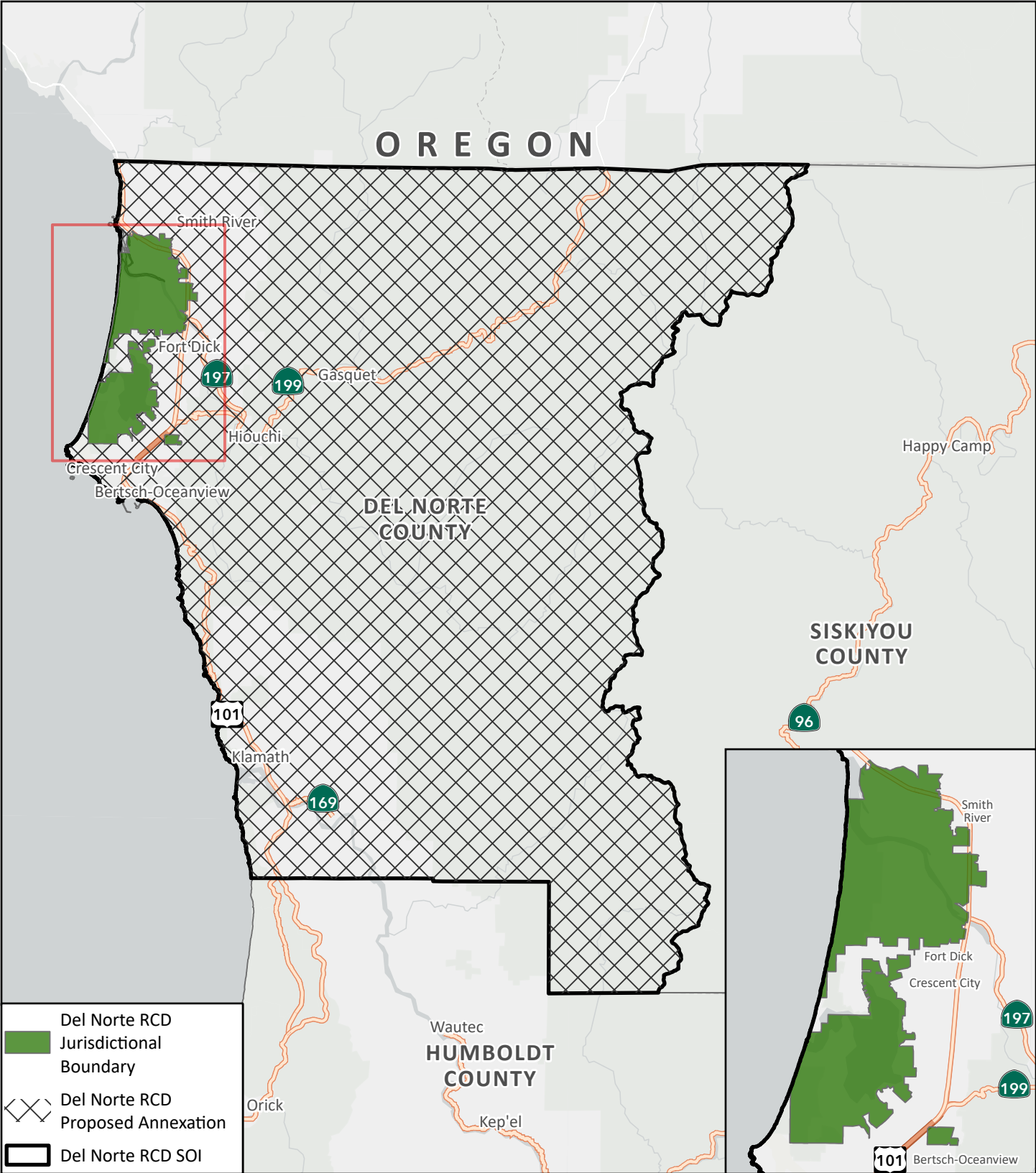
AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Attest:

\_\_\_\_\_  
Dean Wilson, Chair  
Del Norte LAFCo

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

EXHIBIT A - Del Norte Resource Conservation District Proposed Annexation Map



## Del Norte RCD Proposed Annexation

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

1/22/2026

Coordinate System: NAD 1983 UTM Zone 10N

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0 3.75 7.5  
Mi

PLANWEST  
PARTNERS, INC.



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

### AGENDA ITEM 5.A

**MEETING DATE:** May 18, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY2026-28 Professional Services Agreement for Executive Officer Services  
*The Commission will consider approving a staffing agreement with Planwest Partners, Inc. for the provision of Executive Officer services covering Fiscal Years 2026-2028.*

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#### BACKGROUND

Planwest Partners, Inc. began providing Del Norte LAFCo with contract staffing services in 2008. Since then, the term and budget provisions have been annually extended through Commission action.

#### DISCUSSION

An extension to the "Agreement for the Provision of Executive Officer Services for the Del Norte Local Agency Formation Commission," between the Commission and Planwest Partners Inc., is proposed (Attachment A). The scope of provided services includes Executive Officer duties, policy development and implementation, website maintenance, inquiry responses and provision of technical assistance, record keeping, meeting staff support, and other clerical duties.

Planwest is proposing a two-year extension of the Executive Officer Services agreement through June 30, 2028, with the option to extend at that time. All other terms of the existing agreement remain as approved in prior fiscal years.

George Williamson has been the Executive Officer of the Commission for the past 18 years. He will be retiring at the end of this fiscal year and is recommending that Vanessa Blodgett, Principal and Partner of Planwest Partners, begin acting as Executive Officer. Vanessa has previously worked with Del Norte LAFCo and has attended recent Commission meetings.

Alternatively, the Commission may provide alternate direction to staff on how to proceed if it would like to explore other staffing service options.

#### RECOMMENDATION

Staff recommends the Commission approve a two-year Professional Services Agreement Extension for Executive Officer Services with Planwest Partners as described in Attachment A.

#### ATTACHMENTS

Attachment A: Professional Services Contract Extension For Del Norte LAFCo Executive Officer Services



**PROFESSIONAL SERVICES CONTRACT EXTENSION  
FISCAL YEARS 2026-27 AND 2027-28**

**DATE:** May 18, 2026  
**TO:** Dean Wilson, Chair  
Del Norte Local Agency Formation Commission (LAFCo)  
**FROM:** George Williamson, AICP, Contract Executive Officer  
**SUBJECT:** Del Norte LAFCo Agreement for Executive Officer Services

Planwest Partners Inc. is authorized to continue providing professional staffing services to Del Norte LAFCo, for Fiscal Years 2026-27 and 2027-28. Planwest will perform the tasks and activities for Del Norte LAFCo identified in Exhibit A, Scope of Services (attached).

All provisions of the Agreement for the Provision of Executive Officer Services for the Del Norte LAFCo remain in effect, except:

**Part 5 – Term:** which will be extended for two years, from July 1, 2026 to June 30, 2028.

\_\_\_\_\_  
Dean Wilson, Chair  
Del Norte LAFCo

\_\_\_\_\_  
Date



## “EXHIBIT A” - SCOPE OF SERVICES

### **Task 1: Performance of Executive Officer Duties**

Perform Executive Officers duties including preparing staff reports, proposed findings and other agenda materials for routine Del Norte Local Agency Formation Commission (LAFCo) activities: This includes coordinating boundary adjustment proposals; reviewing applications for provision of new and extended services outside city and district boundaries; reviewing Sphere of Influence and Municipal Service Review reports and amendments; and reviewing environmental documents for California Environmental Quality Act (CEQA) compliance, submitted by member organizations. Duties to be compensated based on Planwest Partners current rate schedule which is updated annually. Preparation of all application materials for LAFCo actions would be the responsibility of the applicant and /or member organization, or may be prepared by the Executive Officer for an additional cost paid by applicant and /or member organization.

### **Task 2: Develop and Implement Policies**

Develop and implement policies within Del Norte LAFCo's authority under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

### **Task 3: Maintain Website and Posting**

Keep the Del Norte LAFCo website updated and make Agendas and Minutes available to the public in an electronic web-based format.

### **Task 4: Organization and Administration of LAFCo Business**

Respond to inquiries and provide technical assistance and make information available to interested public agencies and individuals.

### **Task 5: Record Keeping**

Distribute, file, publish and keep records of agendas, notices and other required official documents on behalf of LAFCo, and keep the Commission informed of LAFCo budget activities. Maintain an office space at 670 9<sup>th</sup> Street, Suite 202, Arcata CA, for Del Norte LAFCo files, records and storage (filing cabinets and shelving) at a cost of Three Hundred and Fifty Dollars (\$350.00) per month.

### **Task 6: Staff Support at Meetings**

Schedule, post notices and provide staff support at up to six LAFCo meetings in accordance with the Act and LAFCo policies and procedures. Meetings may be attended remotely. Additional meeting support will be provided on a time and materials basis.

### **Task 7: Representation**

Represent Del Norte LAFCo to CALAFCO and to various other policy-making agencies as directed by the Commission.

### **Task 8: Keep LAFCo Informed**

Inform LAFCo of new legislation, correspondence, CALAFCO activities, current events and matters of interest related to LAFCo.

TEL: (707) 825-8260  
FAX: (707) 825-9181

P.O. Box 4581  
Arcata, CA 95518

planners@planwestpartners.com  
www.planwestpartners.com



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

**AGENDA ITEM 5.B**

**MEETING DATE:** May 18, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY2026-28 Legal Counsel Agreement for Legal Services  
*The Commission will consider approving a staffing agreement with Del Norte County Counsel for the provision of legal counsel services covering Fiscal Years 2026-2028.*

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**BACKGROUND**

Del Norte County Counsel has been providing legal services for Del Norte LAFCo staff and the Commission for the past year (FY 2025-26). County Counsel staff provide legal and clerical support at meetings and legal advice on an as needed basis.

**DISCUSSION**

The proposed Agreement (Attachment A) would maintain the existing services for two additional years, through June 30, 2028, with the option to extend at that time.

If approved by the Commission, Del Norte County Counsel would continue to provide legal counsel services to LAFCo, its Commissioners, and contract staff as specified in the attached agreement.

Alternatively, the Commission may provide alternate direction to staff on how to proceed if it would like to explore other legal counsel service options.

**RECOMMENDATION**

Staff recommends the Commission approve the two-year agreement for the provision of general counsel services with the Del Norte County Counsel's office as described in Attachment A.

**ATTACHMENTS**

Attachment A: Agreement Between Del Norte LAFCo and Del Norte County Counsel

**DRAFT AGREEMENT BETWEEN DEL NORTE LOCAL AGENCY  
FORMATION COMMISSION AND DEL NORTE COUNTY COUNSEL  
FOR LEGAL COUNSEL SERVICES**

This Agreement for legal advice and representation services ("Agreement") is made as of the Agreement Date set forth below by and between the County of Del Norte, a legal subdivision of the State of California, through its County Counsel (hereinafter called "Legal Counsel"), and the Del Norte Local Agency Formation Commission (hereinafter called "LAFCo").

WITNESSETH:

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56380 et seq.) authorizes LAFCo to employ or contract for professional or consulting services to carry out Commission functions; and

WHEREAS, LAFCo desires the services of Legal Counsel to provide it legal advice and representation.

NOW, THEREFORE, IT IS MUTUALLY AGREED by and between parties as follows:

I. EMPLOYMENT OF LEGAL COUNSEL

LAFCo agrees to engage Legal Counsel and Legal Counsel hereby agrees to perform the services hereinafter set forth.

II. INTENT OF PARTIES

It is understood between parties that Legal Counsel will perform services as determined necessary by LAFCo's Executive Officer and the Commission.

III. SCOPE OF LEGAL COUNSEL SERVICES

Legal Counsel shall undertake the following services:

1. Legal Counsel will be on call to answer questions from LAFCo's Executive Officer, Administrator, and the Commission; and to perform legal advice and representation services as requested by LAFCo's Executive Officer or the Commission, on an "as-needed" basis.
2. Legal Counsel will provide regular updates to LAFCo's Executive Officer and/or the Commission regarding legal advice and representation services when requested by LAFCo's Executive Officer and/or the Commission.
3. An attorney from County Counsel's office will attend all regular LAFCo meetings, special meetings, hearings and study sessions in-person or remote with LAFCo's Executive Officer coordination.

4. Legal Counsel will review and comment on documents prepared by LAFCo staff, including: staff reports, resolutions, correspondence, administrative policies, and any other documents as requested and in a timely manner.
5. Perform other assignments directed by LAFCo's Executive Officer or the Commission within the purview of legal counsel service.
6. Legal Counsel's Administrative Staff will attend LAFCo Commission Meetings, provide Clerk and Administrative Support Services at Meetings, and a Meeting Minutes Summary.

IV. ADMINISTRATOR OF AGREEMENT

LAFCo's Executive Officer is LAFCo's representative ("contract officer") for purposes of administering this Agreement. Jacqueline Roberts, is Legal Counsel's representative for purposes of administering this Agreement and is Legal Counsel's LAFCo representative and contact person.

V. LEGAL COUNSEL'S EMPLOYEES AND EQUIPMENT

Legal Counsel agrees that it has secured or will secure at its own expense all persons, employees, and equipment required to perform the services required under this Agreement and that all such services will be performed by Legal Counsel, or under Legal Counsel's supervision, by persons authorized by law to perform such services.

VI. TERM

This agreement shall automatically renew for an additional term of two (2) years on July 1, 2028 unless either party provides the other party at least thirty (30) days written notice prior to July 1, 2028 of its intent not to renew the agreement.

VII. COMPENSATION AND MANNER OF PAYMENT

Legal Counsel will be compensated only for legal advice and representation services described in Section III above, performed at the express direction of LAFCo's Executive Officer and/or the Commission. Compensation shall include only labor and expenses, to be paid as follows:

1. Labor

Compensation for labor of personnel shall be billed in accordance with the rates listed below and shall not be amended during the term of this Agreement without the written approval of LAFCo.

\$157.24 per hour for Legal Counsel Services, subject to annual review and update.

\$ 59.39 per hour for Clerk and Administrative Support, including

attending LAFCo Commission Meetings and Meeting Minutes Summary, subject to annual review and update.

2. Expenses

Legal Counsel will also be compensated for its actual expenses incurred for materials, mileage at current IRS rates, toll calls and other expenses authorized by LAFCo's Executive Officer and/or the Commission. Outgoing faxes will be reimbursed at \$1.00 per page and in-house photocopies will be reimbursed at \$0.20 per page. No administrative or other markup on expenses shall be charged.

3. Manner of and Maximum Payment

Payment shall be made pursuant to written invoices submitted to LAFCo's Executive Officer on a Quarterly basis. Claims for payment, within budgeted amount, shall be submitted to the Del Norte County Auditor within thirty (30) days of receipt of approved invoices. Such payment shall constitute full and complete payment for the invoice period.

VIII. LEGAL COUNSEL CONFLICT-OF-INTEREST

- a. Except as provided in paragraph b below, Legal Counsel agrees to not act as Legal Counsel or perform services of any kind for any LAFCo applicant without the prior written consent of LAFCo. When consent has been given, Legal Counsel shall endeavor to avoid involvement on behalf of said new client which would in any manner undermine the effective performance of services by Legal Counsel or convey, utilize, or permit to be utilized, confidential information gained through its association with LAFCo for the benefit of any other client.
- b. Legal Counsel has informed LAFCo that it provides advisory services to the County of Del Norte. Legal Counsel shall not provide other services in Del Norte County which create a conflict under the Rules of Professional Conduct or which pertain to an actual or potential application to LAFCo, without the informed, written consent of LAFCo.
- c. Legal Counsel agrees to alert every client for whom consent is required to this conflict-of-interest provision and to include language in its agreement with said client, which would enable Legal Counsel to comply fully with the terms of this Agreement.
- d. Legal Counsel shall recuse himself/herself from discussions or actions that may result in a financial benefit to him/her or to any governmental agency that he/she represents. Notwithstanding this recusal provision, at such time, if ever, LAFCo adopts a conflict-of-interest code, Legal Counsel shall complete and submit any Conflict-of-Interest Statements that may become due during the effective period of this Agreement as may be required by such code.

IX. TERMINATION OF AGREEMENT FOR CAUSE

If, through any cause, Legal Counsel shall fail to fulfill in a timely and proper manner his/her obligations under this Agreement, or if Legal Counsel shall violate any of the covenants, agreements, or stipulations of this Agreement, LAFCo shall thereupon have the right to terminate this Agreement by giving written notice to Legal Counsel of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In the event that all finished or unfinished documents, data, studies, surveys, drawings, maps, reports, and other materials prepared by Legal Counsel shall, at the option of LAFCo, become its property, and Legal Counsel shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials, not to exceed the amounts payable under Section VII above.

Notwithstanding the above, Legal Counsel shall not be relieved of liability to LAFCo for damages sustained by LAFCo by virtue of any breach of the Agreement by Legal Counsel, and LAFCo may withhold any payments to Legal Counsel for the purpose of offset until such time as the exact amount of damages due to LAFCo from Legal Counsel is determined. Legal Counsel hereby expressly waives any and all claims for damages for compensation arising under this Agreement except as set forth in this section in the event of such termination.

X. TERMINATION FOR CONVENIENCE

LAFCo reserves the right to terminate this Agreement at any time by written notice to Legal Counsel sixty (60) days prior to the date of termination thereof. LAFCo shall thereafter pay Legal Counsel for work performed to the date of termination. Such notice shall terminate this Agreement and release LAFCo from any further fee, cost, or claim hereunder by Legal Counsel other than for work performed to date of termination. In the event of termination, all finished and unfinished documents and other material shall, at the option of LAFCo, become its property.

Legal Counsel reserves the right to terminate this Agreement at any time by written notice to LAFCo sixty (60) days prior to the date of termination thereof. LAFCo shall thereafter pay Legal Counsel for work performed to the date of termination. Such notice shall terminate this Agreement and release LAFCo from any further fee, cost, or claim hereunder by Legal Counsel other than for work performed to date of termination. In the event of termination, all finished and unfinished documents and other material shall, at the option of LAFCo, become its property.

XI. INDEMNITY

Legal Counsel agrees to defend, indemnify, and hold harmless LAFCo, and its appointees, agents, employees, and officers, from any losses, damages, liabilities, claims, actions, judgments, court costs and legal or other expenses

(including without limitation costs of litigation), of every nature which may arise in connection with Legal Counsel's performance under this Agreement, except claims arising out of the sole negligence or sole willful misconduct of LAFCo or its officers or employees. If any attorney is assigned by LAFCo to enforce, construe, or defend any provision of this paragraph, with or without the filing of any legal action or proceeding, Legal Counsel will pay to LAFCo, immediately upon demand, the amount of all attorneys' fees and costs incurred by LAFCo in connection therewith.

LAFCo agrees to defend, indemnify, and hold harmless Legal Counsel, and its appointees, agents, employees, and officers, from any losses, damages, liabilities, claims, actions, judgments, court costs and legal or other expenses (including without limitation costs of litigation), of every nature which may arise in connection with LAFCo's performance under this Agreement, except claims arising out of the sole negligence or sole willful misconduct of Legal Counsel or its officers or employees. If any attorney is assigned by Legal Counsel to enforce, construe, or defend any provision of this paragraph, with or without the filing of any legal action or proceeding, LAFCo will pay to Legal Counsel, immediately upon demand, the amount of all attorneys' fees and costs incurred by Legal Counsel in connection therewith.

XII. INTEREST OF LAFCO OFFICERS AND OTHERS

No officer, member, or employee of LAFCo and no member of its governing body shall participate in any decision relating to this Agreement that affects his/her personal interest, or the interest of any corporation, partnership, or association in which he/she is directly interested; nor shall any such person have any interest, direct or indirect, in this Agreement or the proceeds thereof.

XIII. FINDINGS CONFIDENTIAL

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Legal Counsel under this Agreement which LAFCo requests to be kept as confidential shall not be made available to any individual or organization by Legal Counsel without prior written approval of LAFCo, unless pursuant to a valid and enforceable order of any court with jurisdiction of the matter.

XIV. OWNERSHIP, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Legal Counsel under this Agreement which LAFCo requests to be kept as confidential shall not be made available to any individual or organization by Legal Counsel without prior written approval of LAFCo, unless pursuant to a valid and enforceable order of any court with jurisdiction of the matter.

XV. NOTICE

Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, postage prepaid, return receipt requested, to the following addresses:

LAFCo:                    Del Norte LAFCo, Executive Officer  
670 9<sup>th</sup> Street, Suite 202  
Arcata, CA 95521

Legal Counsel:        Del Norte County Counsel  
981 H Street, Suite 220  
Crescent City, CA 95531

Either party may alter its address for notice under this Agreement by written notice to the other party at any time.

XVI. INDEPENDENT CONTRACTOR

Legal Counsel and any agent, subcontractor, or employee of Legal Counsel shall act in an independent capacity and not as a LAFCo officer or employee. LAFCo assumes no liability for Legal Counsel's action in performance, nor assumes responsibility for taxes, funds, payments or other commitments, implied or expressed, by or for Legal Counsel. Legal Counsel shall not have authority to act as an agent on behalf of LAFCo unless specifically authorized to do so in writing by LAFCo's Executive Officer or the Commission. Legal Counsel acknowledges that it is aware that, because it is an independent contractor, LAFCo is making no deductions from its fee and is not contributing to any fund on its behalf. Legal Counsel disclaims the right to fee or benefits except as expressly provided for in this Agreement.

Legal Counsel shall provide the services required by this Agreement and arrive at conclusions with respect to the rendition of information, advice or recommendations, independent of LAFCo control and direction, other than normal contract monitoring; provided, however, Legal Counsel shall possess no authority with respect to any LAFCo decision beyond rendition of such information, advice or recommendations unless authorized by the Executive Officer.

XVII. EQUAL OPPORTUNITY

Legal Counsel will not discriminate against any employee, or against any applicant for such employment because of age, race, color, creed, religion, sex, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships.

XVIII. SUBCONTRACTS

None of the services covered by this Agreement shall be subcontracted or assigned without the prior written consent of LAFCo, provided however, that this provision shall not apply to secretarial, clerical, routine mechanical, and similar incidental services needed by Legal Counsel to assist in the performance of this Agreement. Legal Counsel shall not hire LAFCo's employees to perform any portion of the work or services provided for herein including secretarial, clerical, and similar incidental services except upon the written approval of LAFCo. Performance of services under this Agreement by associates or employees of Legal Counsel shall not relieve Legal Counsel from any responsibility under this Agreement.

XIX. CHANGES

LAFCo may, from time-to-time require changes in the scope of the services of Legal Counsel to be performed hereunder. Such changes, including any increase or decrease in the amount of Legal Counsel's compensation, which is mutually agreed upon by and between LAFCo and Legal Counsel, shall be effective when incorporated in written amendments to this Agreement.

XX. APPLICABLE LAW

This Agreement shall be construed and interpreted according to the laws of the State of California.

IN WITNESS WHEREOF, LAFCo and Legal Counsel have executed this Agreement as of the date first above written for Fiscal Years 2026-27 and 2027-28.

**Del Norte LAFCO**

**Legal Counsel**

BY \_\_\_\_\_  
Executive Officer

BY \_\_\_\_\_  
County Counsel

**DATE** \_\_\_\_\_

**DATE** \_\_\_\_\_



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

### AGENDA ITEM 5.C.

**MEETING DATE:** May 18, 2026  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** Form 700, Ethics, Fiscal and Financial Training  
*The Commission will receive a report on outstanding training requirements for Commissioners, including an update on how they can access fiscal and financial training that complies with SB 827.*

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#### 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. 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.

The FPPC offers an online ethics training course at:



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

<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@delnortelafo.org](mailto:admin@delnortelafo.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.
  - At the request of numerous LAFCOs, including Del Norte, CALAFCO has worked with Best Best & Krieger (BBK) to allow free access to its SB 827 training for CALAFCO members. The SB 827 Compliance Training: Essential Fiscal and Financial Oversight for Public Agency Officials is available from now through December 31, 2026. This two-hour training is on demand and as such, may be completed at your convenience. You may start and stop as needed. Once you finish the training and complete the short survey at the end, BBK will email you a certificate of completion.
  - Staff will be registering all Commissioners, including alternates, for this training. Commissioners will receive a confirmation email and will need to follow the instructions included in Attachment A to complete the free, mandatory, training no later than December 31, 2026.
- **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.

### **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**

Attachment A: Access Instructions for CALAFCO SB 827 Fiscal and Financial Training



## How to Access CALAFCO's Free SB 827 Webinar

CALAFCO members have free access to BBK's on-demand *SB 827 Compliance Training: Essential Fiscal and Financial Oversight for Public Agency Officials* from **now through December 31, 2026**. This two-hour training can be completed at your convenience, and you may start and stop as needed. Once you finish the training and complete the short survey at the end, BBK will email you a certificate of completion.

Please follow the **five steps** below:

### Step 1: Register on the CALAFCO Website

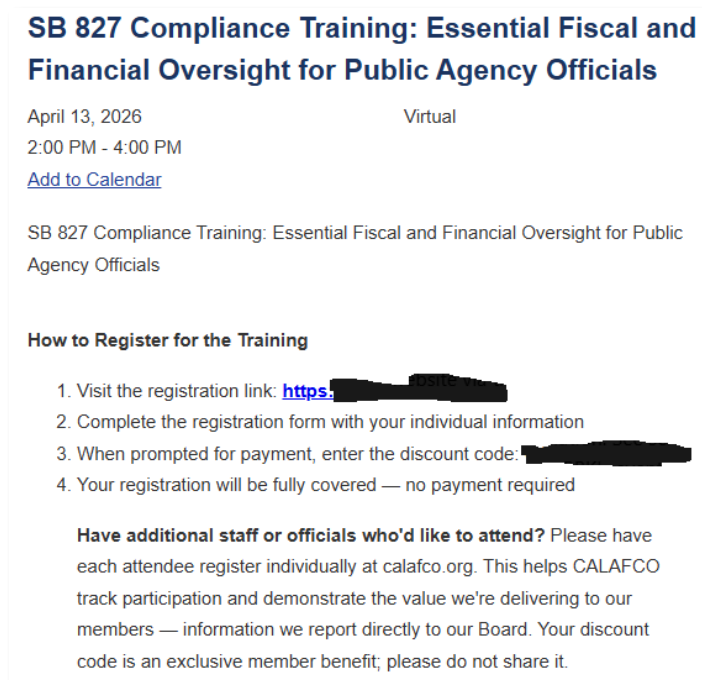
Start by registering through CALAFCO using this link:

<https://calafco.starchapter.com/meetinginfo.php?id=14&ts=1776137616>

After you register, you will receive a confirmation email from CALAFCO with:

- your registration confirmation,
- the BBK registration link, and
- the CALAFCO member discount code

**See Screenshot: Example of the CALAFCO confirmation email.**



## Step 2: Register with BBK

Use the BBK registration link and discount code provided in your CALAFCO confirmation email.

You will need to:

- open the BBK registration page,
- enter your information, and
- complete your registration.

Once you do that, BBK will send you a confirmation email with access to the webinar.

## See Screenshot: Example of the BBK confirmation email.



Your registration for the **SB 827 Compliance Training: Essential Fiscal and Financial Oversight for Public Agency Officials** training is confirmed!

To access the training, please login to the attendee hub using the link below. Once logged in, locate the training title under "Upcoming Sessions" or "Schedule" and click to join the session.

[Login to Attendee Hub](#)

### Agenda

Tuesday, March 24, 2026

10:00 AM - 12:00 PM

SB 827 Compliance Training: Essential Fiscal and Financial Oversight for Public Agency Officials

Add session to calendar

ICS Outlook Apple Google

### Step 3: Log In to the Attendee Hub

When you are ready to take the training:

- click the **Login to Attendee Hub** button in your BBK confirmation email (see screenshot from Step 2)
- Enter your name and email address.

BBK will then send you a one-time verification code by email (or text, depending on the info you provided).

### See Screenshot: One-time Verification Code



Michelle McIntyre,

Your login verification code is:

644519

This code can only be used once and will expire after 24 hours. After it expires, or if you're logging in from a new device, you'll need a new code.

### Step 4: Complete the Training

The webinar is about two hours long. Since it is on-demand, you can stop and come back later if needed.

*Be sure to complete the full training so you receive a certificate.*

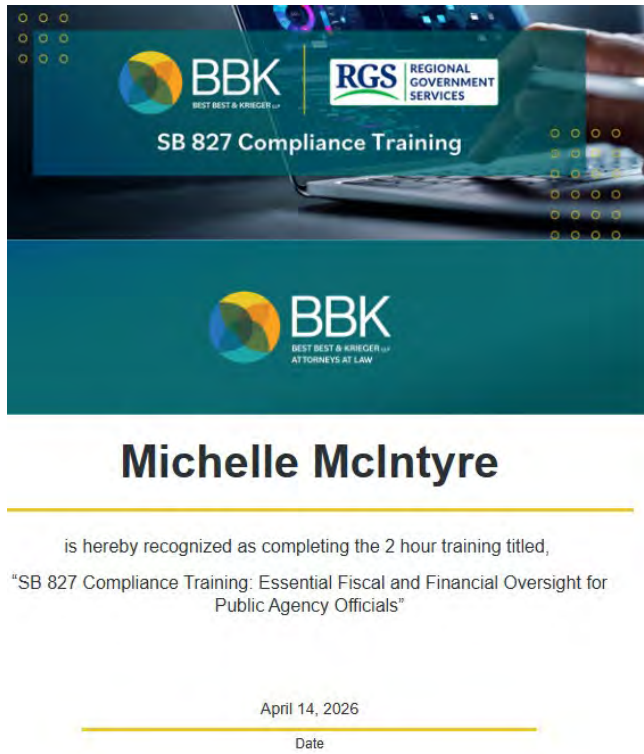
### Step 5: Complete the Survey and Save Your Certificate

At the end of the webinar, BBK will ask you to complete a short survey.

Once the survey is submitted, your certificate of completion will be emailed to you. Please save it for your records.

**See Screenshot: Example of the certificate you will receive.**

If you run into any issues getting logged in or accessing the training, please get in touch with me at [mmcintyre@calafco.org](mailto:mmcintyre@calafco.org). I'm happy to help.



We are also working with BBK to offer an in-person SB 827 training session at the CALAFCO Annual Conference, tentatively scheduled for Thursday, October 22, 2026. Please keep an eye on the CALAFCO website for additional details as they become available.

## Strong Foundation and Clear Direction

### CALAFCO's Priorities for 2026 and Beyond



***On February 26, the CALAFCO Board of Directors spent a full day focused on where the organization is headed and what members can expect over the next two years.***

CALAFCO is in a strong position. Education programs are active and growing. Member outreach has improved. Governance has been reformed. The Board is clear on priorities and ready to execute.

Board members said so themselves, candidly and consistently throughout the retreat. Progress over the past year is real and visible, and the Board's focus now is on sustaining that momentum with consistent, reliable follow-through.

The retreat centered on fundamentals: the services members rely on, the reliability they expect, and the discipline required to deliver at that level.

#### HERE IS THE BOARD'S TWO-YEAR VISION:

#### 1. Education Is the Top Priority

The Board identified education as the organization's highest priority. That includes CALAFCO University, the Staff Workshop, the Annual Conference, and webinars. The direction is to keep building on what is working and make sure programming stays practical and relevant for both commissioners and staff. A new emphasis includes making materials available after events conclude, so sessions have lasting value as an ongoing resource members can return to throughout the year.



#### 2. Legislative Work: Present, Strategic, and Grounded

The Board wants CALAFCO to maintain a credible presence in Sacramento and serve as a resource for policymakers on LAFCO-related issues. Legislative efforts will be disciplined and selective, focused on issues with clear statewide relevance and genuine member support. Capacity is finite, and the Board is committed to directing it where it will have the most impact.

#### 3. Governance Reforms Are in Place: Focus Shifts to Implementation

Recent changes to CALAFCO's governance structure, including allowing Executive Officers to serve on the Board and removing seat-type restrictions, were broadly supported at the retreat. The focus now is on making those changes work well in practice. Members were direct about the importance of clear roles. The Board sets policy direction, and the Executive Director manages day-to-day operations. That clarity benefits everyone.

**4. Communication Is Improving and Will Keep Getting Better**

Transparency and member outreach have improved, and Board members have noted it. The next step is to make communication even clearer and easier to access. Members want concise, timely updates on major initiatives, Board decisions, and working group activities. The website is on the agenda as well, with plans to develop it into a stronger information hub.

**5. Building a Sustainable Staffing Model**

The Board recognized the substantial work accomplished over the past year and is committed to building on it with a durable staffing structure. Expectations and resources need to align, and the organization is working toward a model that supports the Executive Director with the right capacity to deliver on member priorities over the long term.



**6. Dues Structure Review Is a Near-Term Priority**

The Board identified the dues structure as a priority for the coming year. The goal is a structure that is fair, transparent, and tied directly to the value members receive, with particular attention to equity across counties of different sizes. Members can expect an open process with clear communication as this work moves forward.



**7. Serving Current Members and Growing the Community**

The Board is committed to re-engaging LAFCOs that have stepped away and staying connected to those considering membership. The clearest path to both is continue deliver consistent value to current members. A strong track record of reliability and responsiveness is what makes membership worth maintaining and worth joining.



**8. The Direction Is Clear**

The Board left the retreat with a shared, practical commitment: stay focused, deliver on the fundamentals, and build on what is working. That means stronger education, clearer communication, an improved website, stable staffing, a fair dues structure, and consistent outreach to members across California.



 **CALAFCO's strength comes from the people it serves. Questions, feedback, or ideas? Reach out to your Board representative or contact the CALAFCO office directly.**