

LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION
City Council Chambers 66 N. Lassen St. Susanville, CA 96130

REGULAR MEETING
Monday, August 11, 2025

1. Call to Order Meeting called to order at 3:14 p.m. by Chair Eid.

A. **Roll Call** Commissioner Miller, Commissioner Neely, Commissioner Scanlan, Vice Chair Schuster, Chair Eid.

B. **Pledge of Allegiance**

Staff Present: Jennifer Stephenson, Executive Officer, and Ruth McElrath, Clerk.

2. Election of Chair and Vice Chair Position: Ms. Stephenson explains that LAFCo goes through a nomination process at the beginning of the fiscal year.

A. Seek nominations for Chair and vote: Motion by Commissioner Schuster, seconded by Commissioner Miller to appoint Eid as Chair. Motion carries. Ayes: Schuster, Miller, Neely, Scanlan and Eid.

B. Seek nominations for Vice Chair and vote: Motion by Commissioner Miller, seconded by Commissioner Scanlan to appoint Schuster as Vice Chair. Motion carries. Ayes: Miller, Scanlan, Neely, Schuster and Eid.

3. Approval of Agenda: Motion by Commissioner Miler, seconded by Commissioner Scanlan to approve the agenda as submitted. Motion carries. Ayes: Miller, Scanlan, Neely, Schuster and Eid.

4. Correspondence: None

5 Approval of minutes: Motion by Vice Chair Schuster, seconded by Commissioner Miller to approve June 9, 2025, minutes. Motion carries. Ayes: Schuster, Miller, Scanlan, Neely and Eid.

6. Authorize payment of claims: Motion by Vice Chair Schuster, seconded by Commissioner Scanlan to approve payment of claims for June and July. Motion carries. Ayes: Schuster, Scanlan, Miller, Neely and Eid.

7. Public comments – None

8. CALAFCO Reorganization update – Ms. Stephenson explains that last year the CALAFCO executive director and the board approved the dissolution of the legislative committee. The decision was made without informing the committee itself, nor was there discussion among any of the LAFCos. There was a lot of push back and the legislative committee was reinstated.

There were a lot of disgruntled members, LAFCos, staff, and commissioners, and as a result, the board made changes to the policies. The executive director left, and the board decided it needed to have a larger

view regarding changes in order to maintain its membership because several LAFCOs didn't renew their membership. A former executive director has been brought on and she is leading the efforts.

Ms. Stephenson shares that a workplan is included in the board packet, along with a status as to where they are at. The idea is that the workplan will be completed by the beginning of 2026. Majority of what the Commissioners have is the edited policy and she recommends the commission read her staff report. They have made substantial effort in getting feedback from as many LAFCo related individuals as possible.

She explains there have been recommended changes to the bylaws, which can't be changed until the meeting at the CALAFCO conference. The Bylaw changes are primarily regarding the organization of LAFCo.

Ms. Stephenson highlights major changes in the policies, adding that she anticipates that in the 2026 election there will be changes in how CALAFCO is structured.

Chair Eid asks how it affects Lassen LAFCo.

Ms. Stephenson responds it will provide smaller LAFCos with a voice.

She also highlights major changes in the policies including the board of director responsibilities, editing the organizational structure to ensure communication between the board of directors, regional directors and legal counsel; deleting the membership advisory committee and adding a board code of ethics and board member attendance policy. There is also feedback regarding new CALAFCO members going through an onboarding process.

The bylaws have not been approved, and there are still opportunities to provide feedback, she concludes.

9. CALAFCO Conference

A. Determine attendance at the CALAFCO Annual Conference in San Diego October 22-24, 2025.

Chair Eid comments on the benefits of attending the conference.

Ms. Stephenson explains they budgeted for two commissioners to attend, but there are contingency funds LAFCo has not made use of if a third person would like to go.

After some discussion on availability, the commissioners select Commissioner Scanlan to attend.

Ms. Stephenson explains the registration process and mentions LAFCo 101 is a beneficial class to attend.

B. Designate voting delegate and alternate to represent and vote on behalf of LAFCo at the conference.

Motion by Commissioner Neely, seconded by Commissioner Miller to appoint Scanlan and Ms. Stephenson as voting and alternate members. Motion carried. Ayes: Neely, Miller, Schuster, Scanlan and Eid.

C. Authorize the expenditure of funds to attend the CALAFCO annual conference. Commission approves expenditure of funds.

D. Consider nominations for CALAFCO Annual Achievement Awards:

Commissioner Schuster nominates Chair Eid for a Lifetime Achievement award.

Roll Call Vote: Commissioner Neely – aye; Commissioner Miller – aye; Commissioner Scanlan – aye; Vice Chair Schuster – aye.

Motion by Chair Eid, seconded by Commissioner Miller to nominate Ms. Stephenson for the Outstanding LAFCo Professional award. Motion carries. Ayes: Neely, Miller, Schuster, Scanlan and Eid.

E. Calafco board – No commissioner volunteers to be on the board.

10. MSR Status and Workplan

A. Ms. Stephenson provides an update on the status for the MSR and sphere of influence updates with Spalding and the Susanville Sanitary District recently completed. She is in the process of the Little Valley CSD, and the Commission needs to identify what the next priority will be.

B. Provide direction to staff

Chair Eid comments about the city and then asks what is the most important to take on.

Ms. Stephenson responds the city's was done in 2015. She is looking for districts that have not been done recently, or that may have known or suspected issues or have undergone significant change in the last decade.

Commissioners discuss priorities.

The Commission prioritizes the Lassen Library District, County Waterworks District, CSA 1 and Westwood and Clear Creek CSDs.

11 Executive Officer Report

A. Ethics training – Ms. Stephenson shares there will be an ethics training the following day and it is available for any county, city, staff, or governing body members. She has 25 RSVPs and legal counsel is presenting.

B. LVCSO MSR Status – Ms. Stephenson explains the Commission will be hearing the Little Valley Community Services District MSR update at the next meeting in October. There are some major concerns, it's not as contentious, but they do have a lot going on.

C. Seating special districts – Ms. Stephenson explains the item will be on October agenda. They are starting the process of inviting special districts to sit on LAFCo again. She comments it was a large demand on some special district budgets. The process was attempted before, but they did not receive enough yes votes from the districts.

12. **Commissioner Reports** – None

13. **Adjournment** – Meeting adjourned at 4:12 p.m.

Ruth McElrath, Clerk

Approved _____