

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

REGULAR MEETING
Monday, October 20, 2025

1. Call to Order Meeting called to order at 3: by Vice Chair Schuster.

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

B. **Pledge of Allegiance**

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

2. Approval of Agenda: Motion by Commissioner Scanlan, seconded by Commissioner Neely to approve the agenda. Motion carries. Ayes: Scanlan, Neely, Miller and Schuster.

3. Correspondence: None

4 Approval of minutes: Motion by Commissioner Scanlan, seconded by Commissioner Neely, to approve the August meeting minutes. Motion carries. Ayes: Scanlan, Neely, Miller and Schuster.

5. Authorize payment of claims: Motion by Commissioner Miller, seconded by Commissioner Scanlan to authorize payment of claims for August and September 2025. Motion carries. Ayes: Miller, Scanlan, Miller and Schuster.

6. Public comments – None.

7. Receive presentation on formation of a park district – Ms. Stephenson explains there are some individuals online who will be presenting the possibility of forming a park district for open space protection and conservation of wildlife in the Herlong area. It would come to LAFCo for the formation of a park district application.

Al Roca, Chief of the United States Search and Rescue, a 501c3, explains they will be acquiring some land - about 76 acres on the southside of Honey Lake. The area is strategically important for the conservation of the Carson Wandering Skipper, a butterfly, which is critically near extinction. There is some unique habitat they would like to focus on being able to protect and restore. Beyond conservation they would like to create passive recreation use for people in the Herlong area.

He spoke with the state lands commission, who has quite a bit of land in the area, and there is potential to expand in the future. But the primary goal is public education.

Vice Chair Schuster asks what the land is currently used for.

Mr. Roca responds it's not being used for anything, it is currently in a trust. It is zoned agriculture, but the size of land won't support that zoning use, as well as the alkaline wetland environment. Most of it seems to be unmanaged land and it is bringing in unwanted activity.

Commissioner Neely asks how they will manage it.

Mr. Roca explains they will establish a voter base, and a board of residents from the Herlong area. It will be a five-person board that will make decisions, and funding will be primarily self-funded. The U.S. Search and Rescue is committing a large amount of money to fund it. They will also be open to grant funding and there is a substantial amount available.

The Commission and Mr. Roca hold further discussion regarding the location of the parcel. Mr. Roca states he will email a map to Ms. Stephenson.

Ms. Stephenson states the application process hasn't started yet, but she wanted to start informing the Commission.

Sandy Raffleson, of the Herlong Public Utility District (HPUD), explains the property is behind the wastewater plant, and they just had the property marked because of illegal dumping. She continues that HPUD's board and the community are very supportive of the park, and it will be a nice addition to Herlong. She shared HPUD has a park as one if it's funds and it is used for green waste.

She asked how will they share the park in the same sphere of influence. She added it's hard to keep board members on an HPUD board, would it be possible to have people on the board who work in the area, not just live in the area.

Mr. Roca states he has spoken with the sheriff as well and he is very supportive of the idea. In creating public land, he has spoken with the state land commission who has shared there is also 1,300 acres of land on the shoreline and an initial 3,000 more that belongs to the state. They are OK with the idea of expanding if they need to, where they can control the land. With having a parks district, there could even be the possibility of a park ranger.

Ms. Stephenson shares she and the chief have had conversations about the best way to do ordinances for park districts and enforcement of those districts. Another issue is the governing body. She will have to look into the flexibility of having as little as three members on up.

8. CALAFCo reorganization update

Ms. Stephenson explains CALAFCo has made changes to bylaws and policy updates. The CALAFCo conference is coming up and there will be a business meeting for voting on the proposed bylaw amendments and a meeting for the new board that will be elected.

Included in the board packet is an updated workplan provided by CALAFCo. As it looks right now, they are on time to have everything completed by the end of 2026, but more likely toward the beginning of the year. This includes a presentation in early 2026 of the re-organization of the entire board composition. Ms. Stephenson explains that currently, there are 16 board members, four from each region. They are looking at doing away with the requirements for each type of commissioner because they have had trouble ensuring each position is filled. In addition, they are also looking at deputy executive officers becoming voting members.

9 Review North Region Nominations for CALAFCO Board

Ms. Stephenson explains Commissioner Scanlan is the voting representative at the upcoming CALAFCO conference and will be voting for Lassen LAFCo.

The two positions he will be voting for are the county representative, which there are three nominations for, and their information is in the packet. Commissioner Scanlan will also be voting for a special district representative who is running unopposed.

The Commissioners voice support for Mr. Goss, of Plumas County.

10. Nomination for CALAFCo achievement awards

Ms. Stephenson briefly shares Chair Eid's nomination for the LAFCo achievement award for his years of service to LAFCo.

11. Executive Officer Report

A. Ethics training – Ms. Stepheson shares that LAFCo hosted an ethics training with more than 20 individuals in attendance, it was a great outcome. They will have to think about hosting one again in two years.

B. Spalding Community Services District (CSD) quarterly report – Ms. Stephenson summarizes that the Commission previously reviewed the Spalding CSD status and that moving forward there would be quarterly reports to the Commission and a full update every six months.

She explains she met with district staff twice now, and they have gone over options for addressing issues such as agenda developing software and having access to the website; hiring an interim general manager so they can move forward with critical items such as developing a budget; holding a special meeting so Ms. Stephenson can be part of it, and reporting back to the public regarding what was discussed between staff and LAFCo for transparency purposes. It is her understanding that has occurred. There is also a current issue with a board member.

Item opened for public comment at 3:57 p.m.

Commissioner Neely asks why the board doesn't adopt a budget.

Ms. Stephenson responds the board is new and does not have the historical knowledge of what went into it. She thinks they could cobble something together but doesn't know if that would best suit the district. She also knows they are looking at hiring an interim general manager.

Commissioner Neely asks, being a public entity, how does the district conduct business such as paying bills by not having a budget.

Ms. Stephenson responds that it is a good question, and she knows the board members are volunteering and putting in as much time to get things through.

Commissioner Neely asks how they can help.

Ms. Stephenson responds that is what these meetings have been about, helping them move forward.

Tammy Laboue, Spalding CSD board member, says that without a budget a few of the board members don't want to approve anything. A person has volunteered to do the budget.

Ms. Raffleson comments that Rick Wood, of the California Special Districts Association, helps a lot of small districts, and maybe he would be willing to come to Spalding, do a review of the past audit and help get their budget in order.

C. Herlong Public Utility District (PUD) Transparency Certificate - Ms. Stephenson shares she signed off on Herlong PUD's SDLF transparency certificate award.

D. Seating of special districts on LAFCo – Ms. Stephenson shares she will be doing a presentation to the board of supervisors for possible approval of alternate funding allocation. The city has approved a resolution, all they need is the county.

12. **Commissioner Reports** – None

13. **Adjournment** – Motion by Commissioner Miller, seconded by Commissioner Neely to adjourn at 4:05 p.m. Motion carries. Ayes: Miller, Neely, Scanlan and Schuster.

Todd Eid, Chair

Ruth McElrath, Clerk

Approved _____