

**Lassen Local Agency Formation Commission (LAFCO)
Memorandum**

To: Lassen LAFCO and Spalding Community Services District
From: Jennifer Stephenson, Executive Officer, Lassen LAFCO
Date: January 14, 2026
Subject: Summary of Meeting with Spalding CSD Staff and Board Members

Introduction

This memorandum provides a summary of a meeting held between Lassen LAFCO and representatives of the Spalding Community Services District (CSD). Participants included members of the Spalding CSD Board of Directors and District staff, along with LAFCO Executive Officer Jennifer Stephenson. The meeting continued ongoing coordination efforts between LAFCO and the District and focused on governance, operational challenges, and progress on previously identified recommendations.

Overview of LAFCO’s Ongoing Engagement

The meeting built upon prior interactions between LAFCO and Spalding CSD, including the 2021 Municipal Service Review (MSR), the 2024 MSR Update, and subsequent Commission check-ins. The purpose of the discussion was to maintain open communication, clarify expectations, and provide support to District leadership as it works toward improved compliance, transparency, and service delivery.

LAFCO reiterated its role as an oversight and support agency and emphasized the Commission’s interest in sustained progress rather than punitive action.

Discussion Topics

1. District Governance and Board Operations

Discussion included Board roles, meeting procedures, and the importance of consistent adherence to statutory requirements, adopted policies, and best practices. LAFCO staff emphasized the value of clear roles between Board members and staff to support effective governance.

2. Administrative and Operational Capacity

The District’s current administrative workload and resource constraints were discussed, including challenges associated with responding to public records requests, complaints, and

routine operational demands. LAFCO acknowledged these constraints and discussed strategies to improve efficiency and documentation.

3. Municipal Service Review (MSR) Recommendations

Progress toward implementing recommendations from the 2024 MSR Update was reviewed at a high level. LAFCO emphasized the importance of tracking actions taken, maintaining written records, and being able to demonstrate progress over time.

4. Public Transparency and Community Relations

The meeting included discussion regarding ongoing public scrutiny of the District. Potential tools to improve transparency and reduce staff burden were discussed, including clearer public communication, standardized responses, and improved organization of District records and website content.

5. LAFCO as a Resource

LAFCO reiterated its availability to District staff and Board members for guidance on governance, MSR implementation, procedural questions, and related matters. The importance of proactive communication with LAFCO was emphasized.

Next Steps

- LAFCO and District staff will continue periodic coordination meetings as needed. The next scheduled meeting is February 10, 2026 at 10 am in person.
- Future meetings will further review MSR recommendations and document progress.
- District leadership will continue working toward improved documentation, transparency, and compliance with applicable requirements.
- LAFCO staff will remain available to provide guidance and technical assistance as requested.