

**Lassen Local Agency Formation Commission**

**Regular Meeting Agenda**

**MONDAY – December 11, 2023**

**3:00 PM**

**City of Susanville City Hall  
66 North Lassen St.  
Susanville, CA.**

*(All meeting materials are available on LAFCo's Website: [www.lassenlafco.org](http://www.lassenlafco.org))*

Commissioners

Todd Eid, Chair, Public Member  
Kevin Stafford, City Member  
Quincy McCourt, City Member  
Tom Neely, County Member  
Chris Gallagher, Vice Chair, County Member

Alternate Members

Gary Bridges, County Member Alt.  
Mendy Schuster, City Member Alt.  
Barbara Willard, Public Alt.

LAFCO Staff

Jennifer Stephenson, Executive Officer  
John Benoit, Deputy Executive Officer  
Ruth McElrath, Clerk  
John Kenny, LAFCO Counsel

- 1. Call to order: Pledge of Allegiance**
- 2. Approval of Agenda (Additions and Deletions)**
- 3. Correspondence:**
  - a)
- 4. Approval of the August 14, 2023 LAFCo minutes**
  - a) *Approve the October 16, 2023 LAFCo minutes*
- 5. Public Comment**

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairman reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

**PUBLIC HEARINGS and ACTION ITEMS:**

**6. Seating Special Districts on LAFCO**

a) *Update on responses received to date*

**7. Spalding Community Services District Municipal Service Review**

a) *Receive comments from the public*

b) *Commission feedback and input on Spalding CSD MSR Public Review Draft*

**8. Adopt 2024 meeting schedule**

a) *Approve regular meeting schedule for 2024*

**9. Authorize payment of claims**

a) *Authorize payment of claims for October 2023 and November 2023*

**10. Executive Officer's Monthly Report**

a) *Conference Report*

b) *Susanville SD MSR Status*

**11. Commissioner Reports - Discussion**

*This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters.*

**12. Adjourn to the next meeting on February 12, 2024 at 3:00 P.M.**

***Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1***

*The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.*

Public Comment

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).

Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to a specified time. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

*Materials related to an item on this agenda submitted to the Commission after distribution of the agenda area available for review for public inspection in the Clerk's office located at the City of Susanville, 66 North Lassen Street, Susanville CA. and the Lassen Co. Community Development Office located at 707 Nevada Street, Susanville CA. [such documents are also available on the Lassen LAFCo website ([www.lassenlafco.org](http://www.lassenlafco.org) ) to the extent practicable and subject to staff's ability to post the documents prior to the meeting]*

*Accessibility*

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting.

The location of this meeting is wheelchair-accessible.

*Disclosure & Disqualification Requirements*

Pursuant to Government Code Sections 56700.1 and 57009 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and 82015 and 82025 of the Political Reform Act applicants for LAFCO approvals and those opposing such proposals are required to report to LAFCo all political contributions and expenditures with respect to a proposal that exceeds \$1,000. LAFCO has adopted policies to implement the law, which are available on the Commission's webpage. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information may be obtained by calling the calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

*Contact LAFCO Staff*

LAFCO staff may be contacted at (310)936-2639 or by email at [lafco@co.lassen.ca.us](mailto:lafco@co.lassen.ca.us). Copies of reports are located on the LAFCO webpage at: [www.lassenlafco.org](http://www.lassenlafco.org)