

# Lassen Local Agency Formation Commission

## Regular Meeting Agenda

MONDAY – October 16, 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) *Letter from Barbara Willard re: Spalding CSD Prop 218 Concerns*
3. **Approval of the August 14, 2023 LAFCo minutes**
  - a) *Approve the August 14, 2023 LAFCo minutes*

### 4. **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:**

### **5. Seating Special Districts on LAFCO**

- a) *Discussion regarding process to seat special districts on Lassen LAFCO*
- b) *Consider letter of invitation to each of the districts to initiate the district election*

### **6. Spalding Community Services District Municipal Service Review**

- c) *Receive presentation on MSR findings*
- d) *Open comment period on Spalding CSD MSR Public Review Draft*
- e) *Schedule Public Hearing for December 11, 2023 to consider adoption*

### **7. Authorize payment of claims**

- a) *Authorize payment of claims for August 2023 and September 2023*

### **8. Executive Officer's Monthly Report**

- a) *Susanville SD MSR Status*
- b) *Conference*

### **9. 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.*

### **9. Adjourn to the next meeting on December 11, 2023 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 are 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)

**From:** Barbara Willard barb4vrod@yahoo.com  
**Subject:** Prop 218 Vote  
**Date:** October 10, 2023 at 11:33 AM  
**To:** Jennifer Stephenson jennifer@pcateam.com

---

BW

Jennifer,

I'm sorry that I didn't get this letter to you sooner, but I was out of town for a week. I wanted to let you know about my concerns regarding the Proposition 218 vote held here in Spalding regarding the sewer increase in fees.

I was one of the counters. Marlane Morse, General Manager held a meeting on September 14, 2023, for the three counters. When I entered the Office, I noticed a large stack of papers on Marlane's desk. She took us to the large Community meeting room. She handed us a letter from the Attorney that said that "IF" she felt that any of the ballots contained a payment she could open it ahead of time. So, she and her staff opened all the ballots, and I observed them sitting on her desk. She stated that she keeps them in a locked drawer, but she left them out while we were meeting. She stated that 151 had been received so far and they were no votes. So as far as she was concerned the increase would happen. I told her that opening those ballots was totally inappropriate and I didn't agree with her decision to open them all.

On September 15, 2023, a Public Hearing was held and approximately 30 people attended. Many stood up and explained why they were against the increase. Majority didn't feel like the Board explained WHY they needed the increase. There were numbers showing how much the increase would be, but nothing to validate how they arrived at this amount. No details showing how the money would be spent. When the official counting was supposed to begin, I observed that all the ballots that had been received up to that point by mail had already been opened. The only ones not opened were the ones turned in at the hearing. As we were counting them, I observed at least 5 or more had information not completed or partially completed in the address/APN number line. When I questioned this with one of the other counter's (Amy Hagen), she took the papers and wrote on them, filling in the APN number from a list we had. I told her that was illegal, and she said, "no it isn't, and it doesn't matter anyway, because we didn't get enough "no" votes to change the outcome."

There was a total of 188 votes and 187 voted "no" and one voted "no" but changed it to a "yes" vote.

I am concerned about all the violations that occurred during this process.

Respectfully yours,

Barbara Willard

**LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION**

City Council Chambers      66 N. Lassen St.      Susanville, CA 96130

REGULAR MEETING

Monday, August 14, 2023

Meeting called to order at 3:03 p.m. by Chair Eid.

Members present: Commissioner McCourt, Commissioner Neely, Vice Chair Gallagher, and Chair Eid.

Absent: Commissioner Stafford.

Staff Present: Jennifer Stephenson, Executive Officer, and Ruth McElrath, Building Permit Tech.

**Approval of Agenda:** Motion by Vice Chair Gallagher, seconded by Commissioner McCourt to approve agenda as submitted. Motion carried. Ayes: Gallagher, McCourt, Neely and Eid.

**Correspondence:** Ms. Stephenson said there was no official correspondence directed to the Commission. There has been a lot of correspondence received from the community group in Spalding, but none for the agenda packet.

**Approval of the June 12, 2023, meeting minutes** Motion by Commissioner Gallagher, seconded by Commissioner Neely to approve the June 12, 2023, minutes. Motion carried: Ayes: Gallagher, Neely, McCourt and Eid.

**Public Comment:** Dan Douglas, who conducts fire risk assessments throughout the county, said there are currently 12 Firewise recognized communities, soon to be 13. His concern is the Sphere of Influence with some of the fire districts. River Bench along Highway 36 is not represented by a fire district, and the Lake Forest Fire District is interested, but he doesn't know the procedures to get the process started. Due to the fires, insurance is increasing or is being denied and we need to get as many Firewise communities as possible.

**Seating Special Districts on LAFCo**

Ms. Stephenson stated it has been brought up several times about seating special districts on LAFCo.

She explained LAFCOs generally consist of five or seven members. There are five members if it's just two city councilmembers, two board of supervisors and a public member. A special district would include two additional positions and an alternate. Half of the counties have special district representation. The process is straightforward but does require coordination with all special districts in the county. To get the process started, the Commission would adopt a resolution and direct staff to send out a letter of invitation.

Chair Eid asked if they could request a reason as to why they want to join LAFCo.

Ms. Stephenson responded this would be LAFCo initiated. She added that in a County with only one City, a majority of LAFCo's decisions regard special districts and they should have a voice in those decisions and processes.

Vice Chair Gallagher said it's always nice to have a say in what goes on with LAFCo. Special districts have different input than cities or counties because they deal with different issues. Financing is always a question though and how much a special district can provide. That can be a tricky spot that comes up when a special district wants to join.

Ms. Stephenson responded there is code that a special district contributes 1/3 of the budget. The individual apportionment is based on the ratio of their operating budget to all operating budgets in the county. If it's a small district, she estimates a smaller district would only be paying a small fraction of the 1/3 of the LAFCo costs. It's oftentimes less than \$100.

Barbara Willard, public alternate member, asked if they would choose from two different districts or from the same district.

Ms. Stephenson responded it would preferably be from two separate districts.

She continued that the entire process of seating representatives would have to be coordinated by the districts, and she would be an administrator in the process. The first step is receiving written nominations from the districts, then a formal voting process for each one. It's highly unlikely because she knows there are several districts that would like to have a voice.

Ms. Stephenson cited advantages of being on LAFCo - having a seat at the table and the decisions regarding the districts including Municipal Service Reviews and Sphere of Influence updates, reorganization, and building better relationships between the districts and LAFCo.

The Commission held further discussion regarding the process of seating special districts and the process will begin in October.

### **Authorize payment of claims**

Motion by Vice Chair Gallagher, seconded by Commissioner McCourt to authorize payment of claims for June 2023 and July 2023. Motion carries: Ayes: Gallagher, McCourt, Neely and Eid.

### **Executive Officers Monthly Report**

- a. Spalding CSD MSR Status – Ms. Stephenson said the Spalding CSD MSR is still in process. She will be scheduling an ad hoc committee meeting in the next several weeks. The release of a public review draft will be ready mid-September, hopefully providing one month to review prior to the October meeting.
- b. City annexation – Ms. Stephenson said there is an application for the Skyline aggregate quarry to annex into the City for the purpose of receiving utilities. It is at a stage of which comes first as LAFCo requires CEQA documentation to process, but the City needs to know the application is in process to get annexed because the General Plan amendment that provides the CEQA

documentation. The process won't be finalized until after CEQA, and she estimates it will be about five to six months before it's done.

- c. Leg Committee- Ms. Stephenson said there is nothing significant to report at this time.
- d. CALAFCo conference – Ms. Stephenson provided an update on Commissioner Neely's attendance at the conference.

**Commissioner Reports- Discussion:** None

**Adjourn to the next meeting on August 14, 2023:** Motion by Vice Chair Gallagher to adjourn at 3:29 p.m.

---

Todd Eid, Chair

---

Ruth McElrath, Building Permit Technician

Approved\_\_\_\_\_

---

## **Local Agency Formation Commission of Lassen County**

---

September 29, 2023

General Manager

District Name

Address 1

Address 2

Re: Seating of Special Districts on LAFCO

Dear General Manager/Board Chair,

At Lassen LAFCO's meeting on August 14, 2023, the Commission discussed the potential of inviting the special districts to join LAFCO. As you may be aware, LAFCOs generally consist of 2 County Supervisors, 2 City Council Members, and 1 Public Member and alternates for each seat type. LAFCOs may also have 2 Special District representatives and 1 alternate. Approximately half of all LAFCOs in California have special district representation, which allows special districts to have a vote regarding decisions that may affect them. Included here is a presentation on why special districts should be included on LAFCO and the process for seating districts.

LAFCO's main duty is to establish boundaries for all cities and special districts within the County. Presently, since LAFCO of Lassen County does not have special district representation your district does not have a voice equal to the County and the cities in LAFCO affairs, including the formation of new districts, the consolidation, merger or dissolution of existing districts, annexations and changes of organization and the establishment, amendment and updates to spheres of influence boundaries. The ability to have a direct voice in all LAFCO affairs is now more compelling given LAFCO's expanded mandates and independence. Ask yourself, why wouldn't your district want to be represented on a commission that has oversight over your very existence and growth? LAFCO has the potential to make a decision that would affect a particular district without the perspective and concern that only special districts seated on the Commission could provide.

In order to join LAFCO, special districts would be responsible for funding one third of LAFCOs operating costs. The law has a formula requiring special districts to pay a third of LAFCO's operating costs based on its ratio of revenues



---

## **Local Agency Formation Commission of Lassen County**

---

to cumulative special district revenues in the County, unless another formula is otherwise agreed to by the Cities and the County.

In order to be seated on LAFCO, 1) LAFCO must first send a letter inviting the special districts to join LAFCO, 2) the special districts must then hold a vote through adoption of a resolution by each individual Board, 3) LAFCO adopts a resolution of intention, and 4) LAFCO gives notice and calls meeting of the districts to select representation.

LAFCO will be discussing whether to send a letter of invitation to all special districts in Lassen County at its Regular Meeting on October 16, 2023 at 3pm at the Susanville City Hall. LAFCO of Lassen County would like to invite you to discuss a potential arrangement to seat special districts on Lassen County LAFCO.

If you have any questions, please do not hesitate to call Jennifer Stephenson, Executive Officer at (310)936-2639.

Sincerely,

Jennifer Stephenson  
LAFCO Executive Officer  
Lassen County

# LOCAL AGENCY FORMATION COMMISSIONS

## Are you seated on LAFCo?



*Govern with your peers. Claim your seat on LAFCo.*

---

# Local Agency Formation Commission of Lassen County

---

October 10, 2023

Local Agency  
Address 1  
Address 2

**Subject:** Membership on the Local Agency Formation Commission

Dear Board Members:

This letter is to ask for your support in becoming a member of the Local Agency Formation Commission of Lassen County (LAFCo). LAFCo's main duty is to establish boundaries for all cities and special districts within the County. Presently, since LAFCo of Lassen County does not have special district representation, your district does not have a voice equal to the County and the City in LAFCo affairs, including the formation of new districts, the consolidation, merger, or dissolution of existing districts, annexations and changes of organization and the establishment, amendment, and updates to spheres of influence boundaries. Since the passage of AB 2838, the role of special districts has increased with the mandate to conduct service reviews as necessary every 5 years. The ability to have a direct voice in all LAFCo affairs is now more compelling given LAFCo's expanded mandates and independence.

Even before the revisions included in AB 2838 became effective, several LAFCos had previously seated special districts based on the other factors involving a direct voice of special districts. Ask yourself, why wouldn't your district want to be represented on a commission that has oversight over your very existence and growth? For example, under the law, LAFCo has the power to initiate dissolutions; therefore, providing a good reason for special district representation on LAFCo. LAFCo could therefore make a decision that would affect a particular district without the perspective and concern that only special districts seated on the Commission could provide.

Many LAFCos have seated special districts. The California Special Districts Association has been active in promoting the seating of Special Districts on LAFCo such as in Santa Cruz. Other rural LAFCos such as Nevada, El Dorado and Mendocino have seated special districts since special districts in these counties collectively expressed a desire to be involved.

One of the major barriers to special district representation is the cost. The law has a formula requiring special districts to pay a third or 33% of LAFCo's operating costs unless another formula is otherwise agreed to by the Cities and the County. Each district's annual allocation is based on the district's total revenues as a ratio to the revenues of all independent special districts in the County. The attached spreadsheet shows estimated calculations of what your district could be expected to pay in annual dues should a majority of districts choose to join LAFCo.

At LAFCo's meeting on October 16, 2023, the Commission voted to invite special districts to join LAFCo. The districts are invited through this letter to vote as to whether they would like to join LAFCo. In order to approve joining LAFCo, a majority of the district boards must vote on and

---

## **Local Agency Formation Commission of Lassen County**

---

approve the attached resolution. Should your Board approve becoming part of LAFCo, please return the approved resolution no later than February 1, 2024.

If a majority of districts approve joining LAFCo, then the next step will be an election of district representation where the districts can nominate candidates and each district can vote on the two regular district representatives and one alternate representative that would be seated on LAFCo for a term of 4 years. Lassen LAFCo aims to seat the special districts on the Commission on July 1, 2024.

If you have any questions, please do not hesitate to call Jennifer Stephenson, Executive Officer at (310) 936-2639.

Sincerely,

Jennifer Stephenson  
Executive Officer  
Local Agency Formation Commission of Lassen County

**BEFORE THE BOARD OF DIRECTORS  
OF THE  
\_\_\_\_\_ DISTRICT**

**RESOLUTION 2023 - \_\_\_\_\_**

*A Resolution of the Board of Directors of the  
\_\_\_\_\_ District (District) requesting independent  
special district membership on the Local Agency Formation  
Commission of Lassen County.*

Resolved by the Board of Directors of the District:

**WHEREAS**, the District believes it is important that independent special districts have a voice in LAFCo affairs; and

**WHEREAS**, the District believes that it is important for LAFCo to have the perspective from the independent special districts that in its deliberations; and

**WHEREAS**, the District understands that 33 percent of the LAFCO operating costs will be borne by the independent special districts.

**WHEREAS**, for these reasons, the District supports the representation of independent special districts on the Local Agency Formation Commission of Lassen County as provided for in the Cortese-Knox-Hertzberg Act of 2000; and

**Now, therefore the district resolves as follows:**

1. District requests independent special districts representatives be seated on LAFCo of Lassen County.
2. District supports the election of independent special district representatives (two members and one alternate) to LAFCo through a nomination and election process as provided by the Cortese-Knox-Hertzberg Act of 2000.

This Resolution is hereby adopted and approved by the Board of Directors of the \_\_\_\_\_ District and the Local Agency Formation Commission of Lassen County is hereby requested to seat independent special districts according to the terms and conditions stated above and in the manner provided by the Cortese-Knox Local Government Reorganization Act of 2000.

**PASSED AND ADOPTED** by the Board of Directors as a Resolution of the \_\_\_\_\_ District at a regular Board Meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
District Chair

**DATED:** \_\_\_\_\_



MUNICIPAL SERVICES REVIEW  
OCTOBER 16, 2023

**SPALDING COMMUNITY  
SERVICES DISTRICT**  
**502 907**

PREPARED FOR LASSEN LAFCO  
BY  
POLICY CONSULTING ASSOCIATES, LLC

# WHAT IS A MUNICIPAL SERVICES REVIEW?

In order to prepare and update spheres of influence in accordance with Section 56425, the Commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission.

- Government Code §56430



# WHAT IS A MUNICIPAL SERVICES REVIEW?

AB 1744 requires LAFCO to make certain determinations as part of the MSR review:

- Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies
- The Location and Characteristics of Disadvantaged Unincorporated Communities Within or Contiguous to the Agency's SOI
- Growth and population projections for the affected area
- Financial ability of agencies to provide services
- Status of, and opportunities for, shared facilities
- Accountability for community service needs, including governmental structure and operational efficiencies
- Any other matter related to effective or efficient service delivery, as required by commission policy.

# MSR AND SOI UPDATE OUTLINE

- Agency Overview
- Accountability & Governance
- Planning & Management
- Growth & Population Projections
- Financing
- Municipal Services
- Governance Options
- MSR Determinations



# SPALDING CSD MUNICIPAL SERVICES

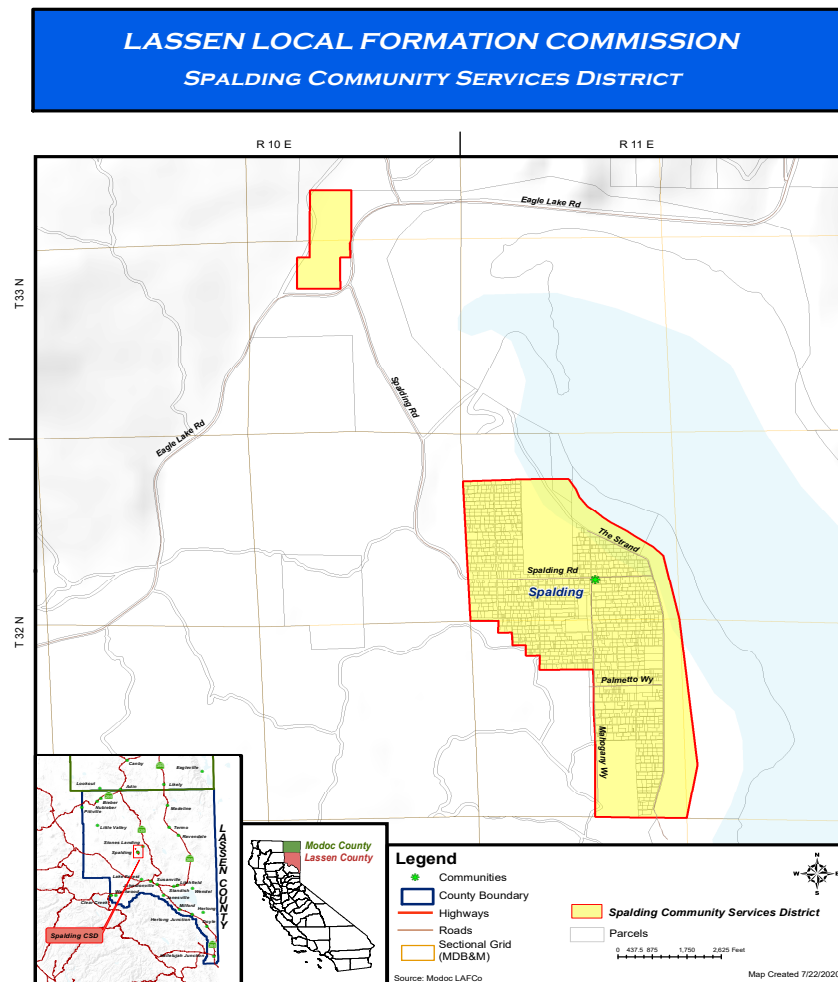
❖ WASTEWATER COLLECTION AND TREATMENT SERVICES

❖ FIRE AND EMERGENCY MEDICAL SERVICES

❖ RECREATION AND MARINA

❖ MAILBOX SPACE

# SPALDING COMMUNITY SERVICES DISTRICT BOUNDARIES AND EXISTING SOI



# FINANCING - MAJOR FINDINGS

- Spalding CSD has struggled with a steady increase in the cost of operations coupled with a stagnant income for the past ten years.
- The District is currently proposing a sewer rate adjustment. Since the sewer system installation, the District has only implemented one 3% sewer fee increase in 2012.
- The District undertook a rate study to determine system needs and necessary financing for those needs.
- The rate study was completed in July 2023 and recommended a \$10 per month increase be in effect for FY 23-24, and a rate increase of \$6.00 for FY 24-25 with an annual increase of up to 4%, based on the CPI, through 27-28.
- The proposed rate is up for public hearing on September 15, 2023, at noon, and per Proposition 218, the proposed sewer rates are subject to majority protest. If adopted, the proposed sewer rates will become effective beginning October 1, 2023.

# FINANCING - MAJOR FINDINGS

- The District also faces financial challenges in maintaining and operating the Marina.
- The District reports that the Marina's fee-based income was not sustainable to fund operations.
- The District's rent for the land the Marina occupies is \$671 per year, payable to the State Lands Commission. According to the District, it has four years left on the current lease but only has the funds to cover a year of rent.
- The Districts has previously transferred funds from the sewer account to the marina.

# DETERMINATIONS

- SCSD recognizes that new revenue sources must be explored for upgrades, maintenance, equipment purchase, or to provide new programs within the District.
- In particular, grants are a priority for the fiscal year, especially for replacing the Fire Department's mobile equipment.
- It is recommended that SCSD ensure that O&M fees are only used to cover all costs of providing sewer services, and no other services, as required by law.
- It is recommended that SCSD consider adopting long-term financial plan documents such as a strategic plan or a Capital Improvement Plan to serve as a community planning and fiscal management tool.





## SEWER SERVICES

- Known as a STEP/STEG system, SCSD's wastewater system consists of approximately 576 "users" representing approximately 726 equivalent dwelling units (EDUs), four pumping stations, and 20 acres of ponds (3 ponds total).
- The system is rated to handle 25.8 million gallons of wastewater annually. SCSD's average annual inflow since 2010 is 3.98 million gallons annually.



# SEWER SERVICES – MAJOR FINDINGS

- SCSD's facility is significantly oversized for the community's needs and requires increased staff and funds to maintain an infrastructure that is not utilized.
- The District is proposing a sewer rate increase to mitigate inflation and the increased cost of providing services.
- The District\* has one part-time staff/operator who is not certified or licensed. *\*has a two-year exemption from the requirements to utilize a State Certified Wastewater Treatment Operator Grade II to gain compliance*
- The District reports needing at least two full-time personnel for sewer operations and maintenance.
- No funds to certify current staff members or hire additional personnel.
- The facility is reportedly in great condition, with 0 SSOs, 0 violations, and 0 enforcement orders since 2019.

# DETERMINATIONS

- It is recommended that the District follows up with its plan of utilizing the increase in sewer fees, if passed without majority opposition, to certify and license the current operator over the next two years to gain compliance.

# FIRE SERVICES

- The Spalding Volunteer Fire Department (SVFD) provides emergency responses, including structure, wildland and vehicle fires, medical emergencies, hazardous material incidents, and technical rescue responses.
- Annually, the SVFD responds to approximately 50 requests for service.
- SVFD has one three-bay fire station and 12 volunteer firefighters, including a chief.
- SVFD works closely with:
  - **North Cal EMS** for limited transport policy and Automated External Defibrillation
  - **SEMSA** for emergency transportation
  - **Mutual aid with seven fire departments**



# FIRE SERVICES – MAJOR FINDINGS

- SVFD's existing firefighting equipment and storage are in good condition and can adequately serve current emergency services demands but may need a facility addition and modification to support future growth.
- The District reported that it would like to buy cribbing, a temporary wooden structure to support heavy objects during construction, relocation, vehicle extrication, and urban search and rescue.
- SVFD has challenges meeting community expectations in providing EMS services. Specific concerns are inadequate emergency transportation, proper licenses and certifications for SVFD volunteers, and use of public vehicles for private use.

# DETERMINATIONS

- It is recommended that SVFD maintain a fire roster on the SCSD website to illustrate the certification and status of volunteers to help increase the community's confidence in the services provided.
- The District may wish to solicit written agreements from residents on whether they would like to opt out of District-provided transportation to the airstrip to meet the SEMSA helicopter.

# RECREATION AND MARINA

- Recreation and Marina operations have two boat launching ramps, plenty of paved parking for boats and trailers, picnic tables & concrete walkways, and two full-service heated bathrooms.
- Currently, the Marina and all the other related facilities are non-operational.





## RECREATION AND MARINA – MAJOR FINDINGS

- The District faces several challenges in maintaining the Marina, including staffing and financial issues.
- The fee-based income that the Marina relied on never made enough revenue to fund operations.
- The District has four years left on its current lease but only has the funds to cover a year of rent.
- The Districts has previously transferred funds from the sewer account to the marina.

# MAILBOX SPACE



**HERITAGE**

**MAHOGANY**

**DISTRICT LOBBY**

- Government Code Section 61100(z) authorizes CSDs to construct, maintain, and operate mailboxes on a district's property or rights-of-way.
- The US Postal Service, has installed neighborhood mailboxes along Spalding Rd and the Strand. The District has allowed installation of PO-type boxes in the front lobby of the District Office for those who wish to receive their mail indoors.
- The District is only providing the space for this service.



# MAILBOX – MAJOR FINDINGS

- There have been complaints of compromised mailboxes in the community center mailroom.
- The USPS is slowly removing mailboxes from the District's building and placing them outside to mitigate concerns and complaints. USPS is about halfway done with the process and expects this project to be completed by the end of the year.

# DETERMINATIONS

- It is recommended that the District communicate clearly to residents on its website that the mail-related service provided by the District is limited to the provision of space for this use in its facilities.
- Additionally, a link to the USPS website to contact the responsible agency is recommended.

TRANSPARENCY & ACCOUNTABILITY

# MAJOR FINDINGS

- Spalding CSD is struggling to meet the requirements outlined in State laws regarding the Brown Act, website materials, and best practices to ensure easy access to significant planning documents and financial reports.
- Agendas and minutes for most SCSD board meetings as far back as 2017 are available on the Spalding website. However, agendas and minutes for some meetings are not readily available.
- The District does not live stream its recordings, and archived meeting recordings are not publicly available on the website.
- Information related to SCSD's fire services is not available on the District's website.
- SCSD has both ethics training and economic interest reporting for most board members and adheres to open-meeting requirements
- The District is not in compliance with some of the financial document compilation, adoption, and reporting requirements. Missing and late annual budgets, pages missing on some annual audits.

# DETERMINATIONS

- Per SCSD policy, it is recommended that Forms 700 filed by staff in other designated positions be available on the website.
- It is recommended that the District ensure compliance with the Brown Act by posting agendas for regular meetings in a freely accessible place at least 72 hours and 24 hours prior to a special meeting and making the agendas available on its website as required. In the case of cancelled meetings, the website should indicate that.
- It is recommended for the District to upload the annual budgets for the past few years on the website and update the missing pages on the annual audits.
- It is recommended that the District incorporate clear and comprehensive fire services-related information into its website in an easily accessible location to increase transparency.
- Due to the limited personnel that SCSD has, it has struggled to process voluminous public records requests. It is recommended that SCSD have an online record of public record requests to provide a tracking system avoiding duplication of requests and ensuring transparency.

# GOVERNANCE STRUCTURE OPTIONS

- Limited governance structure options for Spalding CSD.
- A countywide Joint Powers Authority (JPA) could help better utilize and manage the limited resources available for fire and emergency medical services.
- Another option that was identified in the previous MSR and continues to be a suggestion is for SVFD to explore Countywide CSA, or Countywide fire protection district, or at a minimum consolidation with the Stones–Bengard CSD would be a benefit.
- Another option may be staff sharing for wastewater services with Stones-Bengard CSD to better leverage personnel resources.

QUESTIONS?

# Lassen Local Agency Formation Commission

## CLAIMS

August 2023 and September 2023

Authorize payment of the following claims from the FY 2023-2024 Budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
August 16, 2023	CALAFCO Conference Registration	\$ 650.00
September 6, 2023	August 2023 Staff Services (Stephenson)	\$ 8,068.31
October 4, 2023	September 2023 Staff Services	\$ 6,850.79

**TOTAL:** **\$15,569.10**

**DATED:** **October 16, 2023**

**APPROVED:** **October 16, 2023**

---

**Todd Eid, Chair**  
**Lassen Local Agency Formation Commission**

**Attest:**

---

**Jennifer Stephenson**  
**Executive Officer**





**Invoice #LASSEN-2023-9**  
***Policy Consulting Associates, LLC***

39774 Via Careza  
Murrieta, CA 92563  
(310) 936-2639  
EIN #: 27-2523069

Date: October 4, 2023

Lassen LAFCO  
5050 Laguna Blvd #112-711  
Elk Grove, CA 95758

**Staff Services**

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
<b>Subtotal</b>			<b>\$3,500.00</b>

**Projects: Applications, MSRs and SOI Updates**

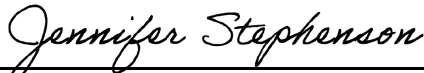
	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	5.50	\$ 100.00	\$550.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
Melat Assefa, Research Assistant - SCSD and SSD MSRs	38.50	\$ 70.00	\$2,695.00
<b>Subtotal</b>			<b>\$3,245.00</b>

**Reimbursements**

Reproduction Costs	\$0.00
Postage	\$39.75
Phone and Communications	\$0.00
Office Supplies - Toner (1/2 shared with Plumas LAFCo) + labels	\$66.04
Mileage	\$0.00
Transportation and Travel	\$0.00
<b>Subtotal</b>	<b>\$105.79</b>

<b>Amount Due</b>	<b>\$6,850.79</b>
-------------------	-------------------

*Please remit invoices to Policy Consulting Associates, LLC*



Jennifer Stephenson, Principal

10/4/23

Date

# CHECK REQUEST

## LASSEN LAFCO

(City of Susanville-Finance Dept)

Local Agency  
Formation Commission

Due Date

25-Oct-23

Date Submitted

10/4/23

Fiscal Year

2023-2024

Payable To:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Lafco Staff Svcs and expenses for September 2023

Inv LASSEN 2023-9

Special Instructions:

Mail Check to Jennifer Stephenson

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

### ACCOUNT CODING

### AMOUNT

Fund	Dept-Div	Object	
8402	413-30	4550	
8402	413-30	4641	\$39.75
8402	413-30	4530	
8402	413-30	4610	\$66.04
8402	413-30	4331	\$3,500.00
8402	413-30	4332	
8402	413-30	4342	\$3,245.00
8402	413-30	4330	
8402	413-30	4340	
8402	413-30	4580	
8402	413-30	4344	

TOTAL

\$6,850.79

**Invoice #LASSEN-2023-8**  
***Policy Consulting Associates, LLC***  
39774 Via Careza  
Murrieta, CA 92563  
(310) 936-2639  
EIN #: 27-2523069

Date: September 6, 2023

Lassen LAFCO  
5050 Laguna Blvd #112-711  
Elk Grove, CA 95758

**Staff Services**

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
<b>Subtotal</b>			<b>\$3,500.00</b>

**Projects: Applications, MSRs and SOI Updates**

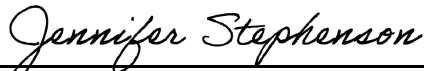
	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	2.50	\$ 100.00	\$250.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
Melat Assefa, Research Assistant - SCSD MSR	55.25	\$ 70.00	\$3,867.50
<b>Subtotal</b>			<b>\$4,117.50</b>

**Reimbursements**

Reproduction Costs	\$0.00
Postage	\$0.00
Phone and Communications	\$0.00
Office Supplies - Files, Hanging Folders, Labels, Pens, Tabs (1/2 shared with Plumas LAFCo)	\$87.08
Mileage	\$0.00
Transportation and Travel - (1/2 Conference Registration shared with Plumas LAFCo)	\$363.73
<b>Subtotal</b>	<b>\$450.80</b>

<b>Amount Due</b>	<b>\$8,068.30</b>
-------------------	-------------------

***Please remit invoices to Policy Consulting Associates, LLC***



Jennifer Stephenson, Principal

9/6/23

Date

CHECK REQUEST

LASSEN LAFCO

(City of Susanville-Finance Dept)

Local Agency  
Formation Commission

Due Date

22-Sep-23

Date Submitted

9/6/23

Fiscal Year

2023-2024

Payable To:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Lafco Staff Svcs and expenses for August 2023

Inv LASSEN 2023-8

Special Instructions:

Mail Check to Jennifer Stephenson

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING			AMOUNT
Fund	Dept-Div	Object	
8402	413-30	4550	
8402	413-30	4641	
8402	413-30	4530	
8402	413-30	4610	\$87.08
8402	413-30	4331	\$3,500.00
8402	413-30	4332	
8402	413-30	4342	\$4,117.50
8402	413-30	4330	
8402	413-30	4340	
8402	413-30	4580	\$363.73
8402	413-30	4344	

TOTAL

\$8,068.31

## 2023-2024 Expenditures

## Lassen LAFCO

Item Account Number	Insurance 4521	Office Expense 4610	copies 4550	Communications 4530	Postage 4641	Memberships 4830	Legal Svcs 4310	Ex. OFF. Svcs 4331	Brown Act 4332	Publications 4540	Travel 4580
<b>Total Budgeted</b>	<b>\$ 1,000.00</b>	<b>\$ 300.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 200.00</b>	<b>\$ 1,593.73</b>	<b>\$ 2,000.00</b>	<b>\$ 42,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 300.00</b>	<b>\$ 3,000.00</b>
Calafco Dues 2023-2024						\$ (1,593.00)					
Staff Svcs July 2023		\$ (38.20)						\$ (3,500.00)			
CALAFCO Conference Reg											\$ (650.00)
Staff Svcs Aug 2023		\$ (87.08)						\$ (3,500.00)			\$ (363.73)
Staff Svcs Sep 2023		\$ (66.04)			\$ (39.75)			\$ (3,500.00)			
<b>TOTAL EXPENDED</b>	<b>\$ -</b>	<b>\$ (191.32)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (39.75)</b>	<b>\$ (1,593.00)</b>	<b>\$ -</b>	<b>\$ (10,500.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,013.73)</b>
<b>TOTAL REMAINING</b>	<b>\$ 1,000.00</b>	<b>\$ 108.68</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 160.25</b>	<b>\$ 0.73</b>	<b>\$ 2,000.00</b>	<b>\$ 31,500.00</b>	<b>\$ 3,000.00</b>	<b>\$ 300.00</b>	<b>\$ 1,986.27</b>

## Lassen LAFCO

10/11/23