



## COMMISSIONERS

Maureen Mulheren  
Chair  
County Member

Gerald Ward  
Vice Chair/Treasurer  
Public Member

Madeline Cline  
County Member

Gerardo Gonzalez  
City Member

Candace Horsley  
Special District Member

Susan Mahoney  
Special District Member

Mari Rodin  
City Member

Bruce Alfano  
Alternate Public Member

Douglas Crane  
Alternate City Member

Adam Gaska  
Alternate Special District Member

John Haschak  
Alternate County Member

## STAFF

Executive Officer  
Uma Hinman

Senior Analyst  
Larkyn Feiler

Clerk/Analyst  
Jen Crump

Counsel  
Marsha Burch

## REGULAR MEETINGS

First Monday of each month  
at 9:30 a.m. in the  
Mendocino County Board  
of Supervisors Chambers  
501 Low Gap Road, Ukiah

*Approved April 6, 2026*

## FINAL MEETING MINUTES

### Regular Commission Meeting

### Regular Meeting of Monday, February 2, 2026

County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

- 1. CALL TO ORDER and ROLL CALL** (Video Time 02:21)  
Chair Mulheren called the meeting to order at 9:30 a.m.

**Regular Commissioners Present:** Maureen Mulheren, Gerald Ward, Madeline Cline, Gerardo Gonzalez, Candace Horsley, Susan Mahoney, Mari Rodin

**Regular Commissioners Absent:** None

**Alternate Commissioners Present:** Adam Gaska (remote)

**Alternate Commissioners Absent:** Douglas Crane, John Haschak

**Staff Present:** Uma Hinman, Executive Officer; Jen Crump, Clerk/Analyst; Marsha Burch, Legal Counsel

- 2. PUBLIC EXPRESSION** (Video Time 03:08)  
None

**3. OTHER BUSINESS**

**3a) Announcement of Commission Appointments** (Video Time 03:36)

Supervisors Maureen Mulheren and Madeline Cline were reappointed to the Commission by the County Board of Supervisors. Executive Officer (EO) Hinman reported that the City Selection Committee meeting will be held in February to select Commission appointments or reappointments of Council members Mari Rodin and Gerardo Gonzalez, whose terms expired on December 31, 2025.

**3b) Consider Application for Alternate Public Member** (Video Time 04:33)

The Commission considered and confirmed the application and appointment of Bruce Alfano as the Alternate Public Member for the remainder of the 2024-2027 term. Incoming Alternate Public Member Bruce Alfano read the oath into the record.

<b>Motion:</b> Appoint Bruce Alfano as Alternate Public Member for the remainder of the 2024-2027 term.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

- 4. CONSENT CALENDAR** (Video Time 10:16)  
**4a) December 1, 2025 Regular Meeting Summary**  
**4b) Ratify December Claims & Financial Report**

The following discussion points and questions were made by members of the Commission:

Commissioner Horsley:

Requested clarifications on the fee policies for application processing, specifically the deposit and billing procedures. EO Hinman responded that LAFCo policies require maintaining a deposit on file to bill against. When the deposit balance is near depletion, an additional deposit is requested. Any remaining deposit is refunded after all application procedures are completed.

Commissioner Ward:

- Requested clarification on service fee revenue and the difference between the Hinman and Associates billing rate (reflected under column “Contractor [Expense]”) and service fee rate. EO Hinman clarified that the service fee revenue is retained by LAFCO and helps offset overhead costs associated with organizational expenses.
- Asked if the apportionment funds from Mendocino Coast Health Care District (MCHCD) decrease the cost of apportionment fees for the smaller special districts, such as the cemetery districts. EO Hinman responded that it slightly adjusted the apportionment fees for several special districts, but it depends on the operational revenue of the previous fiscal year for each district.

<b>December 2025 Claims totaling:</b>	<b>\$ 28,488.56</b>
Hinman & Associates Consulting	20,097.77
Marsha Burch Law Office	6,305.00
Streamline	115.00
Newspapers	689.55
Mendocino County IS (Televised Meetings)	356.13
Mendocino County (A-2025-05 Reg Voters List [Assessor])	177.00
Mendocino County (A-2025-06 Map Check [Surveyor])	21.00
City of Ukiah (UVCC) (Office Space, Postage & Copies)	637.91
Commissioner Susan Mahoney (In-County Travel & Stipends)	89.20

**4c) Approve January Claims & Financial Report**

<b>January 2026 Claims totaling:</b>	<b>\$ 15,936.55</b>
Hinman & Associates Consulting	11,494.25
Marsha Burch Law Office	2,787.50
Streamline	115.00
Mendocino County (BOS Chambers Rental [Jan-Jun] <i>reissue</i> & [July-Dec])	927.00
City of Ukiah (UVCC) (Office Space, Postage & Copies)	612.80

**4d) Approve 2026 Calendar of Meetings**

<b>Motion:</b> Approve the Consent Calendar (Items 4a – 4d).		
<b>Motion Maker:</b> Cline	<b>Motion Second:</b> Rodin	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**5. PUBLIC HEARING ITEMS** (Video Time 20:49)

None

**6. WORKSHOP ITEMS** (Video Time 20:49)

None

**7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION**

**7a) Mid-Year Financial and Work Plan Review** (Video Time 20:54)

EO Hinman presented the Executive Officer’s report on the mid-year financial and work plan status for Fiscal Year (FY) 2025-26. The following discussion points and questions were made by members of the Commission:

Commissioner Rodin:

- Upon inquiry, EO Hinman responded that the Municipal Service Review (MSR) and Sphere of Influence (SOI) Updates are developed using available data and information, and the financial analyses are based on budgets and audits from the last five fiscal years. The level of detail the Mendocino Coast Recreation and Park District (MCRPD) seeks would require extensive time and resources from the County offices and falls outside the standard scope of the MSR process. That level of analysis is typical of a reorganization application proposal. Information on private agencies and businesses that offer this level of analysis has been provided to MCRPD.
- Regarding the intent of the Fire/EMS white paper, EO Hinman clarified that the goal is to develop a countywide, high-level view of services that identifies common issues and goals. This will help guide conversations with the agencies and identify opportunities for improved efficiency and service delivery. The intent is to approach the study in phases with the Commission to increase understanding of issues and encourage discussions before moving into the individual agency studies.

Commissioner Ward:

- Upon inquiry, EO Hinman confirmed communications with staff for the Laytonville County Water District (LCWD) that they are working on response to the Request for Information (RFI).
- Requested an update on the status of the City of Point Arena MSR/SOI. EO Hinman responded that Point Arena staff expect to provide comments later this month.

There were no public comments. No formal action was taken.

**7b) Proposed Budget Amendment for Fiscal Year 2025-26** (Video Time: 32:32)

The Commission considered and took action on a proposed amendment to the adopted FY 2025-26 Budget to support increased legal services workload. The FY 2025-26 budget line item for legal services is \$15,000; approximately 97 percent has been expended as of December 31, 2025; of that, 62 percent is a result of litigation activity. The proposed amendment transfers \$10,000 from legal reserves to budget account 6300 Legal Counsel. EO Hinman presented the item. The following discussion points and questions were made by members of the Commission:

Commissioner Ward:

- Upon inquiry, EO Hinman reported that litigation expenses to date have been \$6,400.
- Upon inquiry, EO Hinman clarified that LAFCo Policy states \$35,000 be set aside for legal reserves. However, for the past five years, the Commission direction has been to maintain \$50,000 for legal reserves. The resulting legal reserves balance would be below the Commission’s direction but remains above LAFCo Policy.
- Asked if other locations in the budget were considered for the transfer of funds. EO Hinman responded that there may be ways to shift it between accounts but hesitates to pull from the work plan at this time.

There were no public comments.

<b>Motion:</b> Approve Resolution No. 2025-26-04 taking the following actions: (1) approve the FY 2025-26 budget amendment increasing the budget for Account 6300 Legal Services by \$10,000, for a total budget of \$25,000, to cover increased legal support, and (2) authorize transfer of \$10,000 from legal reserves to cover the budget amendment.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**7c) Assign Voting Delegate for CALAFCO Special Board Meeting** (Video Time: 37:46)

The Commission considered the assignment of a voting delegate to participate in the California Association of Local Agency Formation Commissions (CALAFCO) Special Board meeting to be held on February 23. The CALAFCO Membership will be asked to vote on approving a Bylaws amendment that would eliminate Board “seat type” categories and allow executive officers to serve as voting Board members. EO Hinman presented the item. The following discussion points and questions were made by members of the Commission:

Commissioner Ward:

- Commented opposition to the proposal to allow executive officers to serve as voting Board members. Noted that expanding executive officers as voting Board members could raise concerns regarding long-term tenure.

Commissioner Rodin:

- Volunteered to serve as voting delegate for the Special Board meeting.
- Commented support of the proposed Bylaws amendment. Noted that allowing executive officers as voting Board members could incorporate individual LAFCo perspectives at the state level and in turn engage the Commission on CALAFCO and state issues.

Chair Mulheren:

- Requested clarification on the rationale for allowing executive officers to serve as voting Board members. EO Hinman responded that limited interest and engagement among commissioners, in addition to longstanding, unchanged representation, has prompted consideration for expanding Board eligibility. In addition, it could create additional opportunities for broader county representation.

Commissioner Gonzalez:

- Commented that he would support the amendment only if the Board is fairly balance, with representation not being composed solely of executive officers or a single seat type category.
- Nominated Commissioner Rodin to serve as the voting delegate.

Commissioner Horsley:

- Asked if executive officers would vote based on their own thoughts or on behalf of their Commission’s consideration and action. EO Hinman responded it would be representation on behalf of all LAFCos.
- Upon inquiry, EO Hinman noted that the executive officers would want an engaged commission behind them in supporting and voting on items.

Commissioner Cline:

- Requested clarification on whether executive officers, as voting CALAFCO Board members, would represent the policies of their LAFCos.

<b>Motion:</b> Appoint Commissioner Mari Rodin as voting delegate from Mendocino LAFCo to participate in the CALAFCO Board’s Special Business Meeting scheduled for February 23, 2026.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

<b>Motion:</b> Canvas voting in support of proposed Bylaws amendment at the CALAFCO Board’s Special Business Meeting scheduled for February 23, 2026.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed
<b>Roll Call Vote:</b> Ayes (6) Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren; No (1) Ward		

## 8. INFORMATION AND REPORT ITEMS

### 8a) Work Plan, Current and Future Proposals (Video Time 49:43)

EO Hinman reported that the City of Ukiah City Council will be considering a resolution for a proposed tax share agreement for the City of Ukiah Corporation Yard Annexation. There are no updates regarding the RRFC annexation application.

Staff met with members of the Anderson Valley Community Services District (AVCSD) regarding their long-time planning for the water and wastewater services. AVCSD will be coming to LAFCo to activate those latent powers. They reported that the district has submitted their final engineering report for allocation of funding from the State and the California Environmental Quality Act (CEQA) documents are being developed.

Staff is still waiting for the City of Point Arena to complete an internal review of the Administrative Draft MSR/SOI Update. The requests for information to initiate the Fire and EMS studies have been distributed and staff is awaiting responses.

The following discussion points and questions were made by members of the Commission:

Commissioner Ward:

- Upon inquiry, EO Hinman reported there were no updates regarding the tax share negotiation for AVCSD's application to annex their SOI.
- Asked about the status of ECSD's tax share agreement. Staff received the County Auditor-Controller memo for the tax share agreement process for the Elk Community Services District (ECSD) application for latent powers; it's in the negotiation period.

Commissioner Cline:

- Inquired why the tax sharing agreement for the Ukiah Corporation Yard doesn't fall under the master tax sharing agreement. EO Hinman will look further into this and follow up.

Commissioner Horsley:

- Upon inquiry, EO Hinman clarified that any change in an SOI is considered a project under CEQA and would require review.

### 8b) Correspondence (Video Time 54:14)

EO Hinman reported that a letter was received from Mendocino Coast Recreation and Park District (MCRPD) (pg. 62). The following discussion points and questions were made by members of the Commission:

Commissioner Ward:

- Inquired upon whether LAFCo can request the data from the County Auditor-Controller's Office and charge the cost to the district. EO Hinman responded that the County Auditor had let district staff know that they could request a special project to obtain the information. EO Hinman further shared that there are entities and businesses that purchase the data from counties and perform the analysis at cost.
- Requested clarification on whether the tax apportionment data should be included in the MSR. EO Hinman responded that if available, it could be considered but it goes beyond the standard scope of an MSR.

### 8c) CALAFCO Business and Legislation Report (Video Time 55:49)

EO Hinman reported that CALAFCO will be hosting a CALAFCO U 101 webinar on February 25. EO Hinman will forward the information to Commissioner Alfano.

**8d) Executive Officer's Report** (Video Time 56:18)

EO Hinman reported a new law, Senate Bill (SB) 827, requiring all local agency officials to take a mandatory two hours of fiscal and financial training every two years. The California Special Districts Association (CSDA) is offering a free training webinar to its members on March 4 from 1 PM to 3 PM. CSDA will also offer in-person training on March 26 at the Lake County Fire Protection District. EO Hinman will distribute the training details to the Commission.

**8e) Committee Reports (Executive Committee, Policies & Procedures)** (Video Time 57:34)

None

**8f) Commissioners Reports, Comments or Questions** (Video Time 57:39)

None

**9. CLOSED SESSION** (Video Time: 57:53)

**9a) Conference with Legal Counsel – Existing Litigation**

Pursuant to GOV Section 54956.9(d)(1) – existing litigation.

**Case:** *Nui Rising Moon Trust ex rel. Kylene St. Pierre v. City of Ukiah, et al.*

**Court:** *United States District Court, Northern District of California*

**Case No:** *3:25-cv-08320-JD*

**9b) Personnel Evaluation**

Pursuant to GOV Section 54956.9(d)(1) – Contract Executive Officer Performance Evaluation.

The meeting adjourned to closed session at 10:26 a.m. and resumed to open session at 11:11 a.m. There were no public comments or reportable action.

**ADJOURNMENT** (Video Time 1:46:24)

There being no further business, the meeting adjourned at 11:11 a.m.

The next regular meeting of the Commission is scheduled for Monday, **March 2, 2026**, at 9:30 a.m. The meeting will be conducted in a hybrid format to accommodate both in-person and remote participation. The in-person meeting will be held in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah.

Live web streaming and recordings of Commission meetings are available via the County of Mendocino's YouTube Channel [February 2, 2026](#) YouTube meeting recording. Links to recordings and approved minutes are also available on the [LAFCo website](#).