



COMMISSIONERS

Maureen Mulheren
Chair
County Member

Gerald Ward
Vice Chair/Treasurer
Public Member

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City Member

Candace Horsley
Special District Member

Glenn McGourty
County Member

Mari Rodin
City Member

Vacant
Special District Member

Francois Christen
Alternate Special District Member

Douglas Crane
Alternate City Member

John Haschak
Alternate County Member

Vacant, Alternate
Public Member

STAFF

Executive Officer
Uma Hinman

Clerk/Analyst
Larkyn Feiler

Counsel
Marsha Burch

REGULAR MEETINGS

First Monday of each month
at 9:00 AM in the
Mendocino County Board of
Supervisors Chambers
501 Low Gap Road, Ukiah

Approved August 21, 2024

Executive Committee Meeting Minutes

Hybrid Meeting of March 4, 2024, 10:30 a.m.
Mendocino County Administrative Building, Conference Room B
501 Low Gap Road, Ukiah, California

1. CALL TO ORDER & ROLL CALL

Chair Mulheren called the meeting to order at 10:31 a.m.

Members Present: Chair Mulheren, Vice Chair/Treasurer Ward, Commissioner Rodin

Staff Present: Executive Officer Uma Hinman and Clerk/Analyst Larkyn Feiler

2. PUBLIC EXPRESSION

None

3. MATTERS FOR DISCUSSION & POSSIBLE ACTION

3a) Approval of the April 18, 2023 Executive Committee Minutes

Upon motion by Commissioner Ward and second by Commissioner Rodin, the April 18, 2023 Executive Committee Meeting Minutes were approved unanimously.

3b) Ukiah Valley Conference Center Office Lease

Executive Officer (EO) Hinman introduced the item regarding new lease options for the office space in the Ukiah Valley Conference Center, including month to month and 1 or 2-year leases with a 5% annual CPI increase or a 5-year lease with a 3% annual increase.

The Committee discussed that it is good office space with access to conference rooms, the proposed rate is reasonable for the area, and the 5-year option has cost savings.

The Committee recommended that staff proceed with a 5-year lease for Commission consideration.

3c) Contract for Preparation of FY 2023-24 Audit

EO Hinman introduced the item regarding contracting for preparation of the FY 2023-24 financial audit, clarifying the current 5-year contract with Pehling & Pehling CPAs expires this year and allows for up to four years of extensions to be considered annually.

The Committee discussed the preference to continue with the current CPA firm due to the reasonable cost (\$4,500), good working relationship, and accurate reports.

The Committee recommended that staff proceed with the yearly extensions for now.

3d) Proposed Preliminary Budget and Work Program for Fiscal Year 2024-25

EO Hinman presented the Fiscal Year 2024-25 preliminary budget and work program.

The Committee discussed the preliminary budget and work program, including the following items: developing a Continuity Plan to track Commission direction from MSR/SOI studies and application conditions/terms; the 0.72 full-time equivalent (FTE) for LAFCo staff time instead of 1.0 FTE; a \$275,000 apportionment needed to sustain LAFCo; the prior \$30,000 for Legal Counsel service was reduced due to the lower

rates of the Attorney selected; the continued staff efforts on policy development, application form updates, and rebuilding the website document library; the priorities for the current and upcoming Work Plan and the new streamlined MSR/SOI process; LAFCo staff should be compensated for the real costs of providing services; it is worth increasing the Basic Services budget to raise staff capacity and complete more work; and efforts for potential consolidation, such as south coast agencies, inland water agencies, and the Cemetery Districts Coalition.

It was suggested to seek a part-time, rather than temp agency staff, Clerk to complete clerk-type duties (bookkeeping, minutes, etc.) at a lower rate and free up existing staff time for the Work Plan. Some potential options noted were a shared clerk with another LAFCo and a virtual assistant, if working remotely.

It was suggested to change from summary minutes to action minutes since the Commission meeting video time is noted for each item and to save staff time. It was noted that the longer minutes provide a good historical record.

The Committee recommended a proposed budget for FY 2024-25 to the Commission for consideration at a public hearing, with the following clarifications: apportionment fees remain at \$275,000 and increase the preliminary Basic Services line item to \$155,000 to provide for increased organizational improvements and clerk services.

1. INFORMATION AND REPORT ITEMS

4a) Executive Officer Report

EO Hinman asked for feedback regarding whether a full hardcopy of the Commission meeting packet is needed for the public, which costs about \$100 to print each meeting. The Committee confirmed that printing the agenda only should be sufficient and a good cost-savings measure.

EO Hinman asked for feedback regarding scheduling an annual EO Services Evaluation. The Committee confirmed that it would be good to conduct an evaluation in 2024 and move to a 2-year evaluation process in the future.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:30 a.m.