

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482  
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*Approved June 3, 2024*

### COMMISSIONERS

**Maureen Mulheren, Chair**  
County Member

**Gerald Ward, Vice-Chair/Treasurer**  
Public Member

**Gerardo Gonzalez**  
City Member

**Katharine Cole**  
Special District Member

**Candace Horsley**  
Special District Member

**Glenn McGourty**  
County Member

**Mari Rodin**  
City 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

## FINAL MEETING MINUTES Regular Commission Meeting

### Regular Meeting (Hybrid) of Monday, May 6, 2024

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

#### 1. CALL TO ORDER and ROLL CALL (Video Time 5:05)

Chair Mulheren called the meeting to order at 9:00 a.m.

**Regular Commissioners Present:** Maureen Mulheren, Gerald Ward, Gerardo Gonzalez, Katharine Cole, Candace Horsley, Glenn McGourty (arrived at 10:16), Douglas Crane (seated for Commissioner Rodin)

**Regular Commissioners Absent:** Mari Rodin

**Alternate Commissioners Present:** Francois Christen (arrived at 09:04)

**Alternate Commissioners Absent:** John Haschak

**Staff Present:** Uma Hinman, Executive Officer; Larkyn Feiler, Analyst; Marsha Burch, Legal Counsel

#### 2. PUBLIC EXPRESSION (Video Time 5:48)

None

#### 3. OTHER BUSINESS (Video Time 6:25)

None

#### 4. CONSENT CALENDAR (Video Time 6:30)

**4a) April 1, 2024 Regular Meeting Summary**

**4b) April 2024 Claims & Financial Report**

<b>April 2024 Claims totaling:</b>	<b>\$37,342.13</b>
Hinman & Associates Consulting	31,746.04
Commissioner Stipends	100.25
Marsha Burch Law Office	2,250.00
Streamline	63.00
Pehling & Pehling, CPAs	2,000.00
Mendocino County IS	599.03
Ukiah Valley Conference Center	583.81

**4c) Revised Lease with City of Ukiah for Office Lease in the Ukiah Valley Conference Center**

**4d) Fiscal Year FY 2022-23 Audit**

**4e) Resolution No 2023-24-04 Approving the Corrected Annexation Map/Description for the Ukiah Valley Fire District Annexation of the City Limits of the City of Ukiah for Fire Services (A-2021-02)**

- Commissioner Ward inquired about the status and invoicing for the new Commission logo as well as further explanation of what the general LAFCo workload entails.
- EO Hinman clarified that a subcontractor was brought on to assist in progressing the work plan.
- Commissioner Horsley asked about the \$100,000 appropriations noted on the budget tracking sheet (Agenda packet page 8 of 151); the \$928 rental charge (covers the use of the Board Chambers); and asked why basic services charges were so much higher this month.
- Commissioner Gonzalez noted his support for LAFCo’s participation in the tax share agreement process.
- EO Hinman clarified that LAFCo’s role in the tax share agreement process is to provide guidance as needed.
- EO Hinman explained that the current annual 5% rent increase is applied in the 5-year office lease in order for the conference center to fully recover operating costs.
- Chair Mulheren pulled Item 4e to consider additional language proposed in the Resolution.

<b>Motion:</b> Approve the Consent Calendar (Items 4a - 4d).		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> Ayes: (6) Ward, Gonzalez, Crane, Horsley, Cole, and Mulheren		

Analyst Feiler presented Item 4e involving a correction to the administrative record to include a map title and written description for the fire district annexation approved and finalized in 2021.

<b>Motion:</b> Adopt Resolution No. 2023-24-04 Approving the Corrected Annexation Map/Description for the Ukiah Valley Fire District Annexation of the City Limits of the City of Ukiah for Fire Services (LAFCo File No. A-2021-02).		
<b>Motion Maker:</b> Horsley	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> Ayes: (6) Gonzalez, Crane, Horsley, Cole, Ward, and Mulheren		

## 5. PUBLIC HEARING ITEMS

### 5a) PUBLIC HEARING Proposed Fiscal Year 2024-25 Budget and Work Program (Video Time 33:58)

Chair Mulheren opened the public hearing at 9:29 a.m. EO Hinman presented the proposed budget and work program (Video Time 34:22-32:35). The following is a summary of discussion points for this item.

Commissioner Horsley:

- Asked for clarification on what the proposed continuity plan is; staff responded that the document would track Commission findings, recommendations, and terms/conditions for staff follow-up.
- Asked about the needs associated with the increase in staffing; staff responded that the increase is for additional administrative/clerk activities.

Commissioner Ward:

- Asked for clarification on what the additional \$20,000 for ‘basic services’ would cover.
- Asked for clarification on the timing of the future work plan and if the focus should be on water districts as opposed to other areas like cemetery districts.
- Recommended exploring adding more staff given the increased responsibilities in annexations and applications on top of the work plan.

Commissioner Gonzalez:

- Commented that addressing the water districts even when we are not in an active drought is a good idea.

Chair Mulheren:

- Noted that remaining focused on the water districts at this time is a good idea given the bigger picture.

Chair Mulheren opened the public comment period at 10:02 a.m. No public comments were received.

Chair Mulheren closed the public comment period and public hearing at 10:02 a.m.

<b>Motion:</b> Adopt Resolution 2023-24-05 approving the Proposed Budget and Work Program as presented, and direct staff as follows: (a) distribute the adopted Proposed Budget and Work Program to the 55 member agencies (county, 4 cities, and 50 independent special districts) as required by GOV 56381; and (b) schedule a public hearing for June 3, 2024 to consider and adopt a Final Budget and Work Program for FY 2024-25.		
<b>Motion Maker:</b> Crane	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> Ayes: (6) Ward, Christen, Mulheren, Gonzalez, Horsley, Crane, Cole		

## 6. WORKSHOP ITEMS

### 6a) Pacific Reefs Water District Municipal Service Review (MSR) and Sphere of Influence (SOI) Study (Video Time 1:08:27)

EO Hinman presented the Draft Pacific Reefs Water District (PRWD) MSR/SOI Update Study (Video Time 1:09:04 – 1:12:25). Robert Cutler, the PRWD Board President, participated in the workshop. The following is a summary of discussion points for this item.

Commissioner Horsley:

- Noted two spelling errors.

Commissioner Ward:

- Noted that having staggered board members might be more beneficial for the District.
- Asked for clarity on the drought contingency plan.
- Asked what the administration fees cover versus the assessment fees; Mr. Cutler responded that the administration fees cover connections not utilizing the water system).

Commissioner Gonzalez:

- Noted that legacy issues like not having a website or hosting meetings at board members' homes should be addressed.

## 7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

None

## 8. INFORMATION AND REPORT ITEMS

### 8a) Work Plan, Current and Future Proposals (Video Time 1:24:01)

EO Hinman provided an update that there are a few potential future proposals, including from the Russian River Flood Control District and Redwood Valley County Water District; the City of Willits sphere amendment; and the Covelo CSD.

### 8b) Correspondence (Video Time 1:25:42)

None

### 8c) CALAFCO Business and Legislation Report (Video Time 1:25:28)

None

### 8d) Executive Officer's Report (Video Time 1:25:57)

EO Hinman provided a report, summarized as follows:

- The Alternative Public Member nominee period has been extended to July 1, 2024.
- Hinman & Associates Consulting has hired a new employee.
- An update on the Ukiah Valley Water Authority will be provided at the next meeting.
- A public hearing for the final budget (and potentially Pacific Reefs WD MSR/SOI) as well as a workshop for the Gualala CSD MSR/SOI is tentatively scheduled for the next meeting.

**8e) Committee Reports (Executive Committee, Policies & Procedures)** (Video Time 1:27:04)

None

**8f) Commissioners Reports, Comments or Questions** (Video Time 1:27:12)

- Commissioner Cole noted that attendance at the Hopland Municipal Advisory Committee (MAC) over the last year has raised awareness of the Hopland Cemetery District and potentially attracted qualified members for the District Board of Directors.
- Commissioner Mulheren reported that the proposed master tax share agreement between the County and cities is tentatively scheduled be presented to the Board of Supervisors at their May 21, 2024 meeting.

**9. CLOSED SESSION**

**9a) Contract Executive Officer Performance Evaluation** (Video Time 1:31:05)

Chair Mulheren reported out that the Commission conducted a performance evaluation of the Executive Officer.

**ADJOURNMENT** (Video Time 2:01:09)

There being no further business, the meeting adjourned at 10:57 a.m.

The next regular meeting of the Commission is scheduled for Tuesday, **June 3, 2024** at 9:00 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 [May 6, 2024 YouTube meeting](#) recording. Links to recordings and approved minutes are also available on the [LAFCo website](#).*