

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482  
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*Approved March 11, 2024*

### COMMISSIONERS

**Maureen Mulheren, Chair**  
County Member

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

**Katharine Cole**  
Special District Member

**Gerardo Gonzalez**  
City 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

**Richard Weinkle, 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

## Policies and Procedures Committee Final Meeting Minutes

November 6, 2023, 10:00 a.m.

Hybrid Meeting held in-person at Mendocino County Conference Room B  
and remotely via Zoom.

### 1. CALL TO ORDER & ROLL CALL

The meeting was called to order by Chair Gonzalez at 11:06 a.m.

Commissioners Present: Gerardo Gonzalez, Maureen Mulheren, and Mari 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 February 16, 2023 Policies & Procedures Committee Meeting Minutes

Upon motion by Commissioner Mulheren and second by Commissioner Rodin, the minutes of the February 16, 2023 Policies & Procedures Committee Meeting were approved. Ayes: Gonzalez, Rodin, and Mulheren.

#### 3b) Procedures for Implementing Requests for Proposals

EO Hinman introduced the item regarding a draft policy regarding the review process for requests for proposals (RFP). The following are discussion points:

1. The RPF policy should be flexible enough to address a variety of contract services.
2. Legal Counsel services, MSR/SOI report services, and financial audit services are very different and likely would warrant different vetting processes.
3. The process for Legal Counsel services was unnecessarily duplicative by having a Personnel Committee, comprised of the Commission Chair and Vice-Chair, and the Executive Committee review and make a recommendation to the Commission.
4. The Orange County LAFCo Evaluation Process for a Request for Proposal policy is a good example except for the part involving the Executive Officer assigning at least two reviewers to participate in the review of the prospective vendor/consultant.
5. The Chair and Vice-Chair are good reviewers to assign in general, but sometimes a specialized reviewer is needed, such as the Treasurer for financial audit services.
6. Two reviewers, or an ad hoc committee, should be assigned at a public meeting.
7. LAFCo is publicly funded, so an RPF review policy is important for transparency.

Upon motion by Commissioner Mulheren and second by Commissioner Rodin, the draft Evaluation Process for a Request for Proposal policy was approved for Commission consideration with the modification that the two reviewers be appointed at a public meeting. Ayes: Gonzalez, Rodin, and Mulheren.

### **3c) Refinement of Out of Agency Service Procedures**

Craig Schlatter, Community Development Director for the City of Ukiah, requested that an additional two weeks be provided for public comment on Items 3c and 3d because the LAFCo website was down. The Committee agreed to proceed with initial discussion and bring the item back for further discussion.

Analyst Feiler introduced the item regarding requested revisions to the out of agency services policy.

The following are discussion points:

1. It would be helpful to review staff proposed policy language changes (redline).
2. The name/terminology is lengthy and unclear; maybe change it to Outside Service Area or Out of Area.
3. Outreach to other agencies would be beneficial, in addition to the City of Ukiah and Ukiah Valley Sanitation District, since there are different types of scenarios addressed by this policy.
4. Staff will work with Counsel to update the standard Annexation Consent Agreement and Covenant.
5. Staff will return with revised policy language and incorporate agency comments where possible.
6. Open communication and collaboration lead to successful outcomes.

### **3d) Streamlined MSR/SOI Review**

EO Hinman introduced the item regarding development of a streamlined MSR/SOI review process. The following are discussion points:

1. LAFCo staff would prepare the MSR/SOI checklist in coordination with the agency.
2. It would be helpful to have a signature block at the end of the form confirming agency involvement (i.e., XXX from XXX agency met with LAFCo staff on XXX and agree that the information provided to LAFCo in preparation of the checklist is accurate and reliable to the best of my knowledge).
3. In addition to the checklist, LAFCo could request the agency provide the three prior years' audits to be attached.
4. The list of questions is very comprehensive but could take a lot of work to complete.
5. Completing the checklist would be based on an interview with the agency, not analysis of information. LAFCo staff would also discuss any changes from the prior MSR/SOI determinations.
6. The checklist could provide a good administrative record and a check-in opportunity to help keep agencies on track in the years in between comprehensive studies.
7. The checklist makes a lot of sense, especially for small agencies that experience little change over the years.
8. LAFCo-initiated MSR/SOI studies are paid for through the annual Work Plan budget. Agency-initiated MSR/SOI studies are paid for through by the applicant.
9. The checklist could offer helpful guidance to agencies regarding LAFCo expectations and reduce apprehension about the MSR/SOI process.
10. The checklist could be posted on the LAFCo website for transparency and for agency self-assessment.
11. The checklist may need to change or be refined over time and could potentially be updated annually.
12. The Commission can review other things beyond the standard six MSR determinations (GOV 56430(a)(7)), and some other LAFCos are opting to review disaster planning and preparedness, housing, and homelessness.

The Committee was supportive of the Streamlined MSR Rough Draft Questionnaire for Independent Special Districts and agreed that it could offer helpful guidance to agencies regarding LAFCo expectations, in addition to meeting the MSR/SOI requirements.

### **3e) Commissioner Handbook/Guide**

EO Hinman introduced the item regarding a staff-drafted Commissioner procedural guide. The following are discussion points:

1. A Commissioner Handbook would be a very helpful orientation resource for new members.
2. It would be helpful to provide a digital version of the handbook, in addition to a hard copy.
3. It would be helpful to include information about the reimbursement forms and process, and background on how LAFCo is funded, the annual budget development process, and different types of activities (Work Program versus applications).
4. The Handbook is being prepared by the Administrative Assistant, so is not a strain on staff resources.

### **3f) Draft Logo for LAFCo**

EO Hinman introduced the item regarding staff-drafted logos for Mendocino LAFCo. The following are discussion points:

1. The darker color logo is better because light colors wash out easier in reproduction.
2. Spelling out LAFCo in smaller font and adding a ring around the name would be better (see below).
3. Add more/larger waves to the side, or both sides. The rip curl wave is better than the block wave.
4. Maybe add grapes to the grapevine.
5. The sun is a nice feature.
6. The county boundary needs to be darker/more prominent and remove the block square behind it.
7. Change out the pine trees for redwood trees.
8. Use the letterhead with less colorful ink (cost savings and dark blocks turn to black in reproduction).



## **4. INFORMATION AND REPORT ITEMS**

### **4a) Executive Officer Report**

EO Hinman had no items to report.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:20 p.m. by Chair Gonzalez.