



## COMMISSIONERS

Maureen Mulheren  
Chair  
County Member

Gerald Ward  
Vice Chair/Treasurer  
Public Member

Gerardo Gonzalez  
City Member

Candace Horsley  
Special District Member

Madeline Cline  
County Member

Mari Rodin  
City Member

Susan Mahoney  
Special District Member

Vacant  
Alternate Special District Member

Douglas Crane  
Alternate City Member

John Haschak  
Alternate County Member

Raghda Zacharia  
Alternate Public 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 AM in the  
Mendocino County Board of  
Supervisors Chambers  
501 Low Gap Road, Ukiah

*Approved March 13, 2026*

## **FINAL**

### **Executive Committee Meeting Minutes**

Hybrid Meeting of Wednesday, March 19, 2025, 9:30 a.m.  
Ukiah Valley Conference Center, Reisling Room  
200 South School Street, Ukiah, California 95482

#### **4. CALL TO ORDER and ROLL CALL**

Chair Mulheren called the meeting to order at 9:32 a.m.

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

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

**Other Attendees:** Toby Wade, member of the public; Dave Shpak, Mendocino Coast Park and Recreation District; Beth Salomone, General Manager for the Mendocino County Russian River Flood Control and Water Conservation Improvement District

#### **5. PUBLIC EXPRESSION**

None

#### **6. MATTERS FOR DISCUSSION & POSSIBLE ACTION**

##### **3a) Approval of Revised August 21, 2024 Executive Committee Minutes**

Commissioner Ward requested clarification on why the total amount of \$400,000 per year for maintenance of the hospital facility was removed from the minutes. Executive Officer (EO) Hinman responded that the Mendocino Coast Health Care District (MCHCD) Administrator Kathy Wylie noted that she did not recall specifying the dollar amount towards maintenance of the hospital facility, and the estimate was not identified in financial statements provided by MCHCD. EO Hinman also noted that the annual total amount of \$1.2 million from the base parcel tax and Measure C assessment was revised to \$2.6 million to match the provided MCHCD financial information. EO Hinman noted that Ms. Wylie had noted that the four-year financial audit is anticipated to be completed in June 2025.

Commissioner Ward asked staff to follow up with the County Auditor-Controller's office to determine if MCHCD will be subject to apportionment fees in the next fiscal year (FY).

Upon motion by Commissioner Ward and second by Commissioner Rodin, the August 21, 2024 Executive Committee Meeting Minutes were approved unanimously with the following change: Commissioner Ward recommended that the phrasing "net from operations is negative" should be changed to "operating income at a loss".

There were no public comments.

**3b) Approval of the January 9, 2025 Executive Committee Minutes**

Upon motion by Commissioner Rodin and second by Commissioner Ward, the January 9, 2025 Executive Committee Meeting Minutes were approved unanimously.

There were no public comments.

**3c) Proposed Modification of FY 2024-25 Work Plan**

The Committee received a report on the status of currently scheduled work plan studies and consider proposed reprioritization of the FY 2024-25 Work Plan and potential recommendation to the Commission.

EO Hinman noted that the Laytonville County Water District (CWD) may be eligible for the streamlined review process; an interview is scheduled to determine next steps. The Mendocino Coast Park and Recreation District (MCPRD) MSR and SOI Update are in development.

The remaining studies identified for the current FY include the Hopland Public Utility District (PUD), Willow CWD, Millview CWD, Calpella CWD, and Redwood Valley CWD. EO Hinman is coordinating with Sean White and Jared Walker regarding those water districts as they are part of the Ukiah Valley Water Authority (UVWA), except for Calpella. Their staff are recommending that the MSR and SOI studies for those agencies be placed on hold as they work towards consolidation.

The City of Willits is in the process of developing an SOI amendment application to LAFCo as it has recently updated its land use element in its general plan. In addition, the study for the City of Point Arena was last reviewed in 2015 and the interim city manager is set to retire in June; it could be beneficial to obtain information from her for the MSR before the staffing transition.

LAFCo staff recommends pausing the initiation of the Ukiah Valley water districts MSR and SOI updates and prioritizing the City of Point Arena and City of Willits studies, which would roll into the next fiscal year. Upon inquiry, EO Hinman recommended that Hopland PUD remain in the FY 2024-25 Work Plan and noted that it may be eligible for the streamlined review process.

Commissioner Rodin requested clarification on the recommendation to divide costs for the preparation of the City of Willits MSR and SOI Update. EO Hinman noted that the City of Willits has been developing an SOI amendment application; LAFCo will develop the MSR update prior to or concurrently with the City's SOI amendment application. The cost breakdown anticipates that the MSR will roll into the next fiscal year; the total cost will require allocated budget in both years.

Commissioner Ward inquired upon drought concerns and water supply should the Ukiah Valley water districts consolidate. EO Hinman answered that the information would be included in 'Plan for Services' prepared and submitted with an application to LAFCo.

Ms. Salomone commented that the consolidation efforts are discussed at the UVWA meetings, which can be accessed online or attended in person. In addition, Ms. Salomone noted that the RRFC website has links to further information on the PVP.

Commissioner Rodin recommended that Mr. White be invited to provide a brief update on the UVWA activities at the April 7 regular meeting.

Upon motion by Commissioner Rodin and second by Commissioner Ward, the Executive Committee unanimously recommended the proposed modification of FY 2024-25 Work Plan to the Commission.

There were no public comments.

**3d) Strategy for Conducting the FY 2024-25 Financial Audit**

LAFCo staff requested direction from the Executive Committee on the strategy for conducting the FY 2024-25 financial audit. The options presented were to initiate a request for proposal (RFP) process to select a certified public accountant (CPA) or solicit a proposal from the current CPA. The preliminary budget includes an increase in the financial audit in anticipation of a new contract.

Chair Mulheren noted support for initiating the RFP solicitation process for the FY 2024-25 financial audit. Commissioner Ward supported requesting a proposal from PnPCPA to prepare the FY 2024-25 financial audit.

Commissioner Rodin requested clarification on whether it is common to complete an annual audit versus a bi-annual audit. EO Hinman responded that LAFCo's Policies & Procedures specify an annual audit.

Chair Mulheren and Commissioner Rodin voted in favor of recommending to the Commission an RFP to solicit proposals for the FY 2024-25 financial audit; Commissioner Ward opposed initiation of the RFP process.

**3e) Preliminary Budget and Work Program for FY 2025-26**

EO Hinman presented the FY 2025-26 Preliminary Budget and Work Program. The Preliminary Budget proposes the total amount for expenditures at approximately \$332,000; an increase of approximately 7.8 percent over the current FY.

Service fees and interest are projected to increase by \$10,000, primarily for the audit and A-87 Costs for County services. There were no proposed changes to basic services proposed.

The proposed Work Plan budget is \$100,000 and reflects initiation of the MCHCD MSR and SOI Update and a multi-year County-wide fire and emergency medical services (EMS) MSR that incorporates 17 service providers throughout the County. Budget for the multi-year County-wide fire and EMS MSR with require allocation within FY 2025-26 and additional funds in FY 2026-27.

Allocated Work Plan budget that is not used within a FY is rolled into Work Plan Contingency to support completion of the Work Plan studies that roll between fiscal years.

The expected cash balance at the end of the fiscal year is \$63,500. Of that, \$35,000 will be applied to next fiscal year to help balance the budget while limiting the increase to apportionments; the remaining is identified as the Work Plan Contingency.

Proposed apportionments were \$285,000, a 3.6 percent increase over the past three years which remained consistent at \$275,000.

Chair Mulheren requested clarification on why the County-wide fire and EMS MSR will cover 17 of the 22 service agencies within Mendocino County. EO Hinman responded that the MSR will not include the city fire authorities. Chair Mulheren noted that the study could be informational for the fire districts because sales tax Measure B expires in two to three years and they will need to identify a replacement for that funding source. EO Hinman responded that some of the community service districts may not have been included in the proposed scope of work and will investigate further.

Commissioner Ward commented in favor of a reduction in the proposed audit expenditure and voiced concerns regarding an increase in apportionment fees.

Commissioner Ward questioned the \$25,000 earmarked for the MCHCD study and whether MCHCD will cover the cost. EO Hinman clarified that MCHCD has not yet committed to covering the cost, so the preliminary budget identified funds for the study given that LAFCo has committed to the grand jury that a MSR study will be prepared for MCHCD.

Upon inquiry, EO Hinman clarified that apportionment fee amounts vary by agency and is determined by application of a formula set by state statute and calculated by the County Auditor-Controller. A third is paid by the County of Mendocino, a third is divided between the four incorporated cities, and a third is divided amongst the 49 special districts.

Chair Mulheren asked if staff would be comfortable working with a reduced budget if the apportionment remained unchanged from the current FY. EO Hinman responded that reducing the apportionment would require reducing the Work Plan Contingency, which would affect flexibility for Work Plan modifications.

Commissioner Ward noted that the proposed budget of \$4,000 towards application reviews appears to be low and recommended that staff consider increasing the budgeted amount.

The Committee recommended that staff present two budget options to the Commission for discussion and direction: 1) keeping the current apportionments at \$275,000, and 2) increasing it to \$285,000.

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

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

EO Hinman reported that two nominations were received for the alternate special district member seat: Dave Shpak, MCRPD; and Adam Gaska, Redwood Valley CWD. In addition, LAFCo staff are working with the City of Fort Bragg regarding the municipal improvement district.

##### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:53 a.m.