



## 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

Douglas Crane  
Alternate City Member

John Haschak  
Alternate County Member

Raghda Zacharia  
Alternate Public Member

Vacant  
Alternate Special District 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 9:00 a.m. in the  
Mendocino County Board  
of Supervisors Chambers  
501 Low Gap Road, Ukiah

*Approved March 3, 2025*

## FINAL MEETING MINUTES

### Regular Commission Meeting

#### Regular Meeting of Monday, February 3, 2025

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

- 4. CALL TO ORDER and ROLL CALL** (Video Time 01:10)  
Chair Mulheren called the meeting to order at 9:01 a.m.

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

**Regular Commissioners Absent:** None

**Alternate Commissioners Present:** Raghda Zacharia (remote)

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

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

- 5. PUBLIC EXPRESSION** (Video Time 02:00)  
None

- 6. OTHER BUSINESS** (Video Time 02:33)  
**3a) Announcement of Commission Appointments and Oaths of Office** (Video Time 02:33)  
Susan Mahoney was sworn in as Special District Member for the term 2025-2028 and Madeline Cline was sworn in as County Member for the term 2025-2028.

Executive Officer (EO) Hinman reported that the Alternate Special District Member position is vacant. The notice of vacancy and call for nominations has been distributed; nominations are due on March 14.

- 3b) Selection of 2025 Officers** (Video Time 05:21)  
Commissioner Gonzalez motioned for Chair Mulheren to continue in the position of Chair and Commissioner Horsley seconded the motion.

<b>Motion:</b> Nominate Maureen Mulheren to serve as Chair for 2025.		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

Commissioner Horsley motioned for Commissioner Ward to continue in the position of Vice Chair and Treasurer and Commissioner Gonzalez seconded the motion.

<b>Motion:</b> Nominate Gerald Ward as Vice Chair and Treasurer for 2025.		
<b>Motion Maker:</b> Horsley	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Cline, Gonzalez, Horsley, Mahoney, Rodin, Ward, Mulheren		

**3c) Standing Committee Appointments** (Video Time 09:17)

Chair Mulheren appointed the existing members who served in 2024 on the Executive Committee (Chair Mulheren, Vice Chair and Treasurer Ward, and Commissioner Rodin). Commissioner Horsley motioned for the appointment of Commissioner Rodin to remain on the Committee and Commissioner Gonzalez seconded the motion. The Commission ratified unanimously.

<b>Motion:</b> Appoint Mari Rodin for the Executive Committee.		
<b>Motion Maker:</b> Horsley	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Rodin, Mahoney, Horsley, Gonzalez, Cline, Ward, Mulheren		

Chair Mulheren recommended Commissioners Gonzalez, Rodin and Horsley for the Policies and Procedures Committee. Commissioner Gonzalez motioned for the appointments and Commissioner Rodin seconded the motion. The Commission ratified unanimously.

<b>Motion:</b> Appoint Candance Horsley for the Policies and Procedures Committee.		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> Rodin	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Rodin, Mahoney, Horsley, Gonzalez, Cline, Ward, Mulheren		

**4. CONSENT CALENDAR** (Video Time 12:27)

**4a) December 2, 2024 Regular Meeting Summary**

**4b) Ratify December Claims & Financial Report**

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

**4d) FY 2023-24 Annual Financial Audit**

<b>December 2024 Claims totaling:</b>	<b>\$ 16,657.72</b>
Hinman & Associates Consulting	14,868.77
Commissioner Stipends – Raghda Zacharia	68.76
Marsha Burch Law Office	675.00
Streamline	115.00
Mendocino County Information Services (GIS, Televised meetings)	325.55
Ukiah Valley Conference Center	604.64

<b>January 2025 Claims totaling:</b>	<b>\$ 20,026.01</b>
Hinman & Associates Consulting	16,145.82
Zach Pehling, CPAs	2,125.00
Marsha Burch Law Office	900.00
Streamline	115.00
Ukiah Valley Conference Center	740.19

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

Commissioner Horsley:

- Inquired about apportionments used to date; EO Hinman clarified that LAFCo has withdrawn \$200,000 in apportionments from the County Treasury.
- Noted appreciation of the clear financial chart on page (pg.) 49 of the FY 2023-24 Financial Statements.

Commissioner Ward:

- Item 4c: requested additional information regarding Hinman & Associates Consulting Inc.’s receipts for reimbursement (Staples, Quickbooks charges, Costco, and the Microsoft 365 Personal plan subscription). Commissioner Ward recommended that staff write down the item(s) purchased on the receipts for clarity and record-keeping purposes.
- Item 4c: Requested clarification on a monthly bank charge (\$5.00). EO Hinman responded it was a charge from Savings Bank of Mendocino County for receiving a paper copy of the financial statement. Commissioner Ward will contact SBMC and indicate paperless preference to reduce expenses.
- Inquired whether legal services were provided for the preparation of the draft Memorandum of Understanding (MOU) with the Mendocino Coast Recreation and Park District (MCRPD) and if reimbursement will be part of the discussion for Item 7a. Chair Mulheren responded that it can be discussed further for Item 7a.

<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> (7) Ward, Cline, Conzalez, Horsley, Mahoney, Rodin, Mulheren		

**5. PUBLIC HEARING ITEMS** (Video Time 17:09)

None

**6. WORKSHOP ITEMS** (Video Time 17:24)

**6a) Elk County Water District Municipal Service Review and Sphere of Influence Update** (Video Time 17:24)

Analyst Crump presented the item. The following discussion points and questions were made by members of the Commission:

Commissioner Horsley:

- Requested clarification on the latent powers described in Section 2.1.3.1 on pg. 64 and whether the Elk County Water District (ECWD/District) is currently providing those services despite being identified as potential powers.
- Asked for clarification on the change in net position total for Fiscal Year 2021 (\$830,342) in Section 2.4.1 on pg. 75.

Commissioner Ward:

- Requested clarification on the status of the two outside agency service areas and whether annexation has been considered.
- Inquired whether there have been any discussions in consolidating single-service municipal service districts into one special district as several small and rural districts have existing collaborative arrangements.
- Requested clarification on whether staff have previously identified a special district serving a severely disadvantaged unincorporated community (SDUC) as it is described in Section 2.6 on pg. 83, and the difference between a disadvantaged unincorporated community (DUC) and an SDUC.
- Asked if LAFCo needs to approach special districts differently if they are within an SDUC.
- Inquired whether the median household income (MHI) numbers were appropriate to use in light of the expensive vacation homes in the coastal areas; noting that while an MHI may indicate a SDUC designation, vacation households might not report an income. EO Hinman responded that the issue was noted in the 2024 Pacific Reefs Water District MSR/SOI as it is a coastal gated community; the study includes a finding that states although it meets the state definition per the MHI, although it’s likely not accurate. Commissioner Ward noted a similar finding in the ECWD study may be appropriate.

Commissioner Gonzalez:

- Commented appreciation of the District's website as straightforward and user-friendly.
- Requested further clarification on the absence of a reserve policy and whether the District plans on developing a policy concerning reserve funds.

Commissioner Rodin:

- Requested clarification on the definition of non-transient non-community water service area as described in Section 2.3.4.1 on pg. 71. Commissioner Rodin recommended putting an asterisk after the first term and including the definition at the bottom of the page.
- Inquired on why the ECWD owns the two parcels outside of the District boundary as referenced in Section 2.3.4.2 on pg. 73.
- Asked for clarification regarding risk assessment results in Section 3.2.3.1 on pg. 88.
- Noted that a list of minor revision requests will be provided to EO Hinman after the meeting.

Chair Mulheren:

- Directed staff to follow up with the District on the absence of a reserve policy for the public hearing draft and to request that the District representatives attend the public hearing.

There were no public comments.

**6b) Potter Valley Irrigation District Municipal Service Review and Sphere of Influence Update** (Video Time 37:50)  
EO Hinman presented the item. Don Brown, Superintendent for the Potter Valley Irrigation District (PVID/District), and Steven Elliot, retired Superintendent for PVID, attended the meeting via videoconference.

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

Commissioner Gonzalez:

- Noted there were a number of broken links on the District's website.

Commissioner Ward:

- Correct 6,966.1 square miles to 6,966.1 acres in section 2.5.1.1 on pg. 155.
- Requested further clarification regarding the projected decline in population growth in the County in Section 2.5.3 on pg. 156.
- Expressed concern regarding planning and funding towards the future development of water storage, and the estimated cost if the District loses its water supply due to the Potter Valley Project (PVP) decommissioning.
- Inquired whether there is interest from additional agricultural customers in connecting to District service in the southwest corner of the District if water storage is developed to accommodate additional services.
- Inquired about the District's financial planning for future storage facilities. Chair Mulheren responded that the PVID is allocating the funds to the Mendocino County Inland Water & Power Commission (MCIWPC) and working with the Sonoma Water Authority on the next steps. Mr. Elliot noted that the District recently increased their membership contribution to the MCIWPC from \$20,000 to \$50,000 per year to help fund the post-PVP planning and design efforts. Direction to staff to include the District's contributions to MCIWPC and additional information about the work it's doing in the public hearing draft.
- Inquired if there was concern about groundwater availability if all residents have a private well and continue to drill new wells. Commissioner Horsley responded that it's addressed in the Potter Valley study.
- Expressed concern regarding the future of the Potter Valley Project (PVP). Commissioner Horsley responded that it will be known by June/July 2025 as Pacific Gas & Electric Company (PG&E) is including the Eel Russian Project Authority's (ERPA) plan in its final decommissioning for the Federal Energy Regulation Commission (FERC). Once it's approved by FERC, the next steps will be outlined in the plan. The new plan includes the facilities for diverting the water and the maintenance. Commissioner Ward responded that all this information should be in the MSR/SOI Update because the District won't be reviewed for another five years.

Steven Elliot, PVID consultant:

- The District has been allocating all available funds through MCIWPC efforts. The District's Board Vice President chairs that commission and sits on the board of ERPA, which is developing a plan in negotiations with PG&E to continue the diversion. In addition, with Sonoma County and the Bureau of Land Management, grant funding has been made available and can be used to research methods for developing water storage.
- The District has a list of the landowners in the southeast corner of the valley and if additional water becomes available, it will behoove the District to continue to expand that and allow irrigable land to continue to be agricultural land.

Commissioner Horsley:

- Noted there is an ongoing study which was funded with grant funding that Sonoma Water Authority received for PVID; the video details the PVP and can be on the PVID website under the page "Updates".
- Inquired as to whether properties not connected to District services are requesting a services.

Commissioner Rodin:

- Recommended including more references to MCIWPC's website or PVID's website in the next draft.
- Recommended a revision to Section 2.3.3.1 on pg. 148; add "around a continuing water supply" after the word "uncertainty" and to implement it throughout the document.
- Noted that the average cost of per acre foot of water in California varies by region and reflects water availability and other variables.
- Inquired if the supply of domestic and/or untreated water is sourced from wells on properties and is the source for drinking water.

Commissioner Cline:

- Requested clarification on any innovative techniques, improvements, or updates that the District has explored or implemented in the last ten years.

Chair Mulheren:

- Requested the PowerPoint presentations for items 6a and 6b be posted to the website. EO Hinman will send a link to the two presentations that Commissioner Horsley referred to, to the full Commission.

There were no public comments.

## 7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

### 7a) Draft Memorandum of Understanding with the Mendocino Coast Recreation and Park District to Fund Preparation of a Municipal Service Review (Video Time 01:05:46)

EO Hinman presented the item. Kylie Felich, General Manager for the Mendocino Coast Recreation and Park District (MCRPD/District) and Dave Shpak, MCRPD Board Chair, were in attendance of the meeting. The Memorandum of Understanding (MOU) is a funding agreement that specifies the MCRPD will fund preparation of the Municipal Service Review (MSR) and LAFCo will fund the Sphere of Influence (SOI) update portion of the study.

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

Commissioner Horsley:

- Requested clarification on the estimated cost of the MSR.
- Commented appreciation for the progress on the MSR studies over the last few years.

Commissioner Ward:

- Asked for clarification regarding the proposed annexation of 580 acres by the City of Fort Bragg and whether the area is within the District's SOI boundary.
- Inquired if there can be consideration for an adjustment to MCRPD's SOI boundary, including the C.V. Starr Community Center, if there's consideration for an annexation for the City of Fort Bragg.
- Requested clarification regarding the revenue source for Bower Park.
- Noted that the 2017 Grand Jury concerns described in the District's December 27<sup>th</sup> letter addressed to LAFCo should be considered in the MSR/SOI study.

- Inquired if LAFCo will go out to bid for the MSR portion of the MSR/SOI Update.
- Requested clarification on whether the indemnification clause should be included in the draft MOU. Counsel Burch responded that it was not necessary and the draft MOU only covers who will bear the costs of the preparation of the document. Staff and the District will go through the normal process of the preparation of the MSR/SOI Update.

Commissioner Rodin:

- Commented on the care and attention of the MCRPD’s District Board and its mission.

Mr. Shpak, MCRPD board member, provides the following responses to the questions described above:

- The C.V. Starr Community Center had not yet been constructed when the 2008 MSR study was prepared. In addition, the 580-acre property on State Highway 20 had not yet been obtained or was under immediate consideration for obtaining. The City of Fort Bragg maintains ownership and operation of the C.V. Starr Community Center, and MCRPD is continuing as a funding partner, allocating 45 percent of its annual Teeter allocation in support of that facility. One of the purposes of conducting an MSR study within this timeframe is to ensure that substantial allocation of annual property tax that’s collected throughout the 77-mile service area is equitable and sustainable for the District.
- The District believes the MSR study will help the MCRPD develop an objective fact base that’ll identify how District resources are obtained and where needs are met throughout the District for recreational services, which include the City of Fort Bragg, City of Point Arena, and unincorporated communities.
- Commented that the Grand Jury findings were summarized on the cover page of the December letter and concern the District’s health, conduct, budgeting, and auditing process. Mr. Shpak commented that Ms. Felicich has helped the District accomplish full compliance with state laws pertaining to local agency governance and MCRPD’s requirements from authorizing legislation.
- Noted the financial lift to create and maintain the C.V. Starr Community Center with the transition to the City of Fort Bragg; the transition is about to be completed with the transfer of a \$100,000 donation that was received from a local family trust earmarked for aquatics, for custodial duties for those funds.
- The County has had trouble maintaining Bower Park since its construction. There are two state grant awards to rehabilitate the park. The District is working with the County to determine how best to continue to rehabilitate and provide maintenance of the park as a service to the southern coast region. The District is eager to assist the County with maintaining the park and is exploring its capacity and funding to do so in a sustainable and equitable way.

Commissioner Gonzalez:

- Inquired if the District’s financials and audits are currently up to date; Mr. Shpak confirmed.

No public comments.

<b>Motion:</b> Approve the Draft Memorandum of Understanding with the Mendocino Coast Recreation and Park District to fund preparation of a Municipal Service Review and Sphere of Influence update, and authorize the Chair to sign the MOU.		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> Rodin	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Rodin, Mahoney, Horsley, Gonzalez, Cline, Ward, Mulheren		

**7b) Proposed Policy Amendment Establishing a New Meeting Time for Regular Commission Meetings** (Video Time 01:27:01)

There were no discussion points or questions by members of the Commission.

There were no public comments.

<b>Motion:</b> Move the start time for regular meetings of the Commission from 9:00 a.m. to 9:30 a.m. on the first Monday of the month to facilitate public access and participation for those with long travel times to Ukiah and approve Resolution No. 2024-25-07 amending Mendocino LAFCo Policy 3.8.2 <i>Regular Meetings</i> to reflect the new meeting time of 9:30 a.m.		
<b>Motion Maker:</b> Ward	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**8. INFORMATION AND REPORT ITEMS**

**8a) Work Plan, Current and Future Proposals** (Video Time 01:28:08)

EO Hinman provided an informational update on the Work Plan: the Elk County Water District workshop has been completed, and Elk County Water District and Irish Beach Water District MSR/SOI Update studies will be brought to the Commission for consideration at the March 3<sup>rd</sup> meeting. Workshop hearings for the Westport County Water District and the Russian River Flood Control District are anticipated for the March 3<sup>rd</sup> meeting.

Staff continue to perform outreach to Laytonville County Water District to schedule a meeting to review the request for information (RFI) to determine eligibility for the streamlined review process. RFIs have been sent to Mr. Walker to initiate studies for the Hopland Public Utility District and the following Ukiah Valley water districts: Calpella County Water District, Millview County Water District, Redwood Valley County Water District, and Willow County Water District. Staff anticipates working on those studies for the next six months.

Chair Mulheren inquired if the Commission can assist staff with outreach to Laytonville County Water District. EO Hinman responded that she will follow up with Commissioner Haschak for assistance.

Commissioner Ward inquired whether there is a moratorium in Redwood Valley. EO Hinman responded yes. Commissioner Ward asked whether a merger would help. EO Hinman responded that her understanding of the proposal was that the Russian River Flood Control District is applying to extend their place of use, and this annexation will follow this place of use and allow for contracted raw water to the Redwood Valley County Water District so it will support their overall water supply.

Commission Ward made a request for clarification on how long it generally takes the districts to respond to RFIs. EO Hinman responded that LAFCo requests a 30-day time frame to respond to the RFI, but it requires significant outreach as some districts have taken six months or more to respond.

EO Hinman noted that, in the case of the Ukiah Valley water districts, coordination with Mr. Walker has been ongoing since early 2024 particularly in regards to the establishment and evolution of the Ukiah Valley Water Authority. Further, the streamlined review process may be applicable for the Hopland Public Utility District.

Commissioner Horsley noted that while consolidation under the UVWA is developing, coordination regarding the schedule to initiate the studies has been appropriate.

**8b) Correspondence** (Video Time 01:33:00)

EO Hinman reported that an update on the delay of the Mendocino Coast Health Care District (MCHCD) MSR was provided to the Grand Jury (letter attached to agenda packet), which was acknowledged and included a request to be kept apprised of the schedule.

In response to Commissioner Ward, EO Hinman summarized that the Commission’s August 2024 response letter to the Grand Jury’s MCHCD Report indicated the MSR for the District would be initiated in December 2024 and approximated an eight-month schedule. However, the MCHCD’s multi-year audit is anticipated to be completed in mid-2025, which will be a critical report for development of the MSR; staff will remain in communication with District staff on the timeline. Commissioner Ward inquired whether the MCHCD MSR/SOI Update will be included in the Work Plan for next year; EO Hinman responded that it will be discussed during budget development.

**8c) CALAFCO Business and Legislation Report** (Video Time 01:34:28)

EO Hinman reported that the CALAFCO Executive Director has formally resigned, effective January 31. José Henríquez, EO for Sacramento LAFCo, has been appointed as the Interim Executive Director, effective February 1.

EO Hinman shared that the Northern Regional Officer, EO Steve Lucas for Butte LAFCo, has been coordinating with other Regional Officers to develop an improvement plan submittal to the CALAFCO Board for consideration at its February 7<sup>th</sup> special meeting. The CALAFCO Board has held several meetings to discuss internal issues, and the Board is committed to working through them with LAFCOs throughout the state. EO Hinman will provide an update to the Commission at the next scheduled regular meeting.

EO Hinman also provided an update regarding the annual staff workshop scheduled to be held in Temecula at the end of April. EO Hinman shared that she is on the planning committee and that a session on agricultural preservation will include City of Ukiah staff to present a case study on their related efforts through their General Plan update and ordinances; Jesse Davis will be participating in the panel.

**8d) Executive Officer's Report** (Video Time 01:38:09)

EO Hinman reported the notice of vacancy for the Alternate Special District Member seat on the Commission has been distributed. EO Hinman also noted that the adoption of the new meeting start time will be implemented in April as there are public hearings that have already been noticed for the March 3<sup>rd</sup> regular meeting at 9:00 a.m.

**8e) Committee Reports (Executive Committee, Policies & Procedures)** (Video Time 01:38:38)

None

**8f) Commissioners Reports, Comments or Questions** (Video Time 01:08:50)

None

**ADJOURNMENT** (Video Time 1:39:08)

There being no further business, the meeting adjourned at 10:38 a.m.

The next regular meeting of the Commission is scheduled for Monday, **March 3, 2025** 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 [February 3, 2025](#) YouTube meeting recording. Links to recordings and approved minutes are also available on the [LAFCo website](#).*