

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482
Telephone: (707) 463-4470 | E-mail: eo@mendolafco.org | Web: http://mendolafco.org

COMMISSIONERS

Maureen Mulheren, Chair
County Member

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

Glenn McGourty
County Member

Mari Rodin
City Member

Vacant
City Member

Vacant
Special District Member

Vacant
Special District Member

**Gerardo Gonzales,
Alternate**
City Alternate Member

John Haschak, Alternate
County Alternate Member

Richard Weinkle, Alternate
Public Alternate Member

Francois Christen, Alternate
Special District Member

STAFF

Executive Officer
Uma Hinman

Clerk/Analyst
Larkyn Feiler

Counsel
Scott Browne

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 by Commission on March 6, 2023

MINUTES

Mendocino Local Agency Formation Commission

Regular Meeting (Hybrid) of Monday, January 9, 2023

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

1. CALL TO ORDER and ROLL CALL (Video Time 9:22)

Chair Mulheren called the meeting to order at 9:03 a.m.

Regular Commissioners Present: Maureen Mulheren, Gerald Ward, Glenn McGourty, Mari Rodin, Francois Christen (seated at 9:08 a.m. after Oath of Office), and Gerardo Gonzalez (immediately seated as a Regular member)

Regular Commissioners Absent: None

Alternate Commissioners Present: Richard Weinkle

Alternate Commissioners Absent: John Haschak

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

2. AB 361 REMOTE TELECONFERENCING ACTION (Video Time 10:31)

The Commission adopted Resolution No. 2022-23-08 making further findings related to holding Commission meetings via a hybrid model per Government Code Section 54953(e).

Motion: Adopt Resolution No. 2022-23-08.	
Motion Maker: Commissioner Ward	Motion Second: Commissioner Gonzalez
Roll Call Vote: Ayes: (5) Ward, McGourty, Rodin, Gonzalez, Mulheren	

3. PUBLIC EXPRESSION (Video Time 12:03)

None

4. OTHER BUSINESS (Video Time 12:13)

Note: Item 4b was taken up by the Commission before item 4a.

4b) Oath for Incoming Alternate Special District Member

Francois Christen was sworn in as the Alternate Special District Member for 2023-2026.

4a) Public Member Representative Appointment

Gerald Ward was appointed as the Regular Public Member for the term 2023-2026.

Motion: Appoint Gerald Ward as the Regular Public Member.	
Motion Maker: Commissioner Rodin	Motion Second: Commissioner McGourty
Roll Call Vote: Ayes: (6) McGourty, Rodin, Christen, Gonzalez, Ward, Mulheren	

4c) Interim Policies and Procedures Committee Appointment

The Commission made an interim appointment to the Policies and Procedures Committee to fill a vacancy on the Committee.

Motion: Appoint Mari Rodin to the Policies and Procedures Committee.	
Motion Maker: Commissioner Gonzalez	Motion Second: Commissioner McGourty
Roll Call Vote: Ayes: (6) Ward, McGourty, Rodin, Christen, Gonzalez, Mulheren	

5. CONSENT CALENDAR (Video Time 18:38)

5a) December 19, 2022 Regular Meeting Summary

5b) December 2022 Claims & Financial Report

December 2022 Claims totaling:	\$11,731.68
Hinman & Associates Consulting	8,308.75
P. Scott Browne	900.00
Comcast	93.67
Streamline	50.00
Ukiah Daily Journal	107.53
Mendocino County	1,741.73
Ukiah Valley Conference Center	530.00

Commissioner Ward asked about the delay in receiving invoices from Mendocino County and EO Hinman responded that the reason or the delay was unclear and confirmed that multiple invoices were received for time through July.

Commissioner Ward asked about the status for recruiting a new Clerk, which is a cost savings for tasks such as bookkeeping and noted that bookkeeping activities were not reflected in the claims. EO Hinman updated that the recruitment for an assistant has not begun and noted that bookkeeping would be accounted for separately next time.

Commissioner Ward noted that 0.6-hours of Legal Counsel time on application processing should be invoiced to the applicant.

Motion: Approve the consent calendar as amended by Commissioner Ward.	
Motion Maker: Commissioner McGourty	Motion Second: Commissioner Gonzalez
Roll Call Vote: Ayes: (6) Gonzalez, Christen, Rodin, McGourty, Ward, Mulheren	

6. PUBLIC HEARING ITEMS Item 6a was pulled based on joint agreement from LAFCo staff and the applicants.

7. WORKSHOP ITEMS None

8. MATTERS FOR DISCUSSION AND POSSIBLE ACTION None

9. INFORMATION AND REPORT ITEMS

9a) Work Plan, Current and Future Proposals (Video Time: 22:33)

EO Hinman presented the staff report, noting that a written summary of the Work Plan and current proposals is located on pages 64 – 66 of the Agenda Packet. In summary, all applications are incomplete at this time, pending, among other things, tax share agreements.

The City of Ukiah and Ukiah Valley Sanitation District joint application for an Out-of-Agency Service Agreement (OASA) will tentatively be scheduled for a Public Hearing at the February 6 meeting.

The City of Ukiah Annexation of Western Hills, Elk Community Services District Activation of Latent Powers for Wastewater Services, and City of Ukiah Annexation of City-Owned Properties are incomplete pending tax share agreements.

An application is anticipated to be received from the Anderson Valley Community Services District for annexation of the District’s Sphere of Influence area for fire services.

The City of Ukiah and Ukiah Valley Sanitation District final MSR/SOI Updates are posted on the website.

Commissioner Ward requested an update on the Master Tax Share Agreement process and Chair Mulheren responded that all four cities have submitted an agreement proposal, which is being reviewed by County Counsel and will tentatively be considered by the Board of Supervisors in the first quarter of 2023.

9b) Correspondence None

9c) CALAFCO Business and Legislation Report (Video Time: 26:37)

EO Hinman noted that the current 2022 CALAFCO Cortese Knox Hertzberg (CKH) Guide is now available.

9d) Executive Officer's Report (Video Time: 27:05)

EO Hinman provided the following updates: the deadline to submit ballots for the Special District Election Regular Seat term 2023 - 2026 is January 16 at 5 p.m.; the nomination process to fill the remainder of the Regular Special District Seat term 2021-2024 will begin soon; Mendocino County is hosting a free Brown Act training on January 25, 2023; and the Executive Committee will be meeting after the Commission meeting at 10:30 a.m. in Conference Room B.

9e) Committee Reports (Executive Committee, Policies & Procedures, Work Plan Ad Hoc) None

9f) Commissioners Reports, Comments or Questions (Video Time: 28:55)

Commissioner Ward requested an update on the delay in receiving MUNIS reports regarding account receivables since June 2022 from the County Auditor-Controller and Chair Mulheren noted that they have been working on end-of-year reporting and suggested that EO Hinman contact the County Executive Office fiscal team for assistance.

Commissioner Rodin requested a summary of the Special District Commission Seat Nomination/Election process. EO Hinman explained that LAFCo staff administers the process on behalf of the Special District Selection Committee, which begins with a notice to all districts via certified mail requesting Board of Directors' nominations. If a single nomination is received then that individual is automatically appointed and no election is required. If multiple nominations are received, the EO administers the election and a ballot is mailed to each district for Board of Directors' voting and submittal. A quorum of ballots (25 of the 49 independent special districts) is required for a valid election. If a quorum is not received, the voting period is automatically extended by 60 days. LAFCo staff sends out reminders every two weeks to districts throughout the process, and Commissioners and agency staff are encouraged to assist in outreach to districts.

ADJOURNMENT (Video Time: 34:59)

There being no further business, the meeting adjourned at 9:29 a.m. The next regular meeting of the Commission is scheduled on Monday, February 6, 2023 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. [January 9, 2023, YouTube meeting recording](#). Links to recordings and approved minutes are also available on the [LAFCo website](#).