



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

Adam Gaska
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 9:30 a.m. in the
Mendocino County Board
of Supervisors Chambers
501 Low Gap Road, Ukiah

Approved November 3, 2025

FINAL MEETING MINUTES

Regular Commission Meeting

Regular Meeting of Monday, September 8, 2025

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

1. **CALL TO ORDER and ROLL CALL** (Video Time 05:15)
Chair Mulheren called the meeting to order at 9:30 a.m.

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

Regular Commissioners Absent: Madeline Cline

Alternate Commissioners Present: Raghda Zacharia

Alternate Commissioners Absent: Douglas Crane, John Haschak

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

2. **PUBLIC EXPRESSION** (Video Time 06:13)
None

3. **OTHER BUSINESS** (Video Time 06:42)
3a) Oath of Office for Incoming Alternate Special District Member
Adam Gaska, Board Chair for the Redwood Valley County Water District (RVCWD), was sworn in as the Alternate Special District representative. Mr. Gaska will serve the remainder of the 2023-2026 Alternate Special District Member term.

4. **CONSENT CALENDAR** (Video Time 08:11)
4a) July 7, 2025 Regular Meeting Summary
The Commission considered the draft July 7, 2025 regular meeting summary for approval. The following comments and questions were made by members of the Commission:

Commissioner Ward:

- Requested that the second sentence be removed under Item 4a on page (pg.) 4 of the agenda packet.
- Requested that the word "Interest" is corrected to "Internet" in the title of Item 4f on pg. 5 of the agenda packet.
- Requested clarification on whether the fire and emergency medical services (EMS) study is part of the current Work Plan or is an independent project. EO Hinman clarified that the EMS study is part of the Work Plan for this fiscal year.

4b) Ratify July Claims & Financial Report

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

Commissioner Ward:

- Upon inquiry, EO Hinman clarified that the claim titled “8034 O-2025-02 Fort Bragg OAS” on pg. 9 of the agenda packet was for finalization of the outside agency service agreement application for the City of Fort Bragg Internet Services Agreement.
- Requested clarification on the (\$400.00) expense for the Russian River Flood Control and Water Conservation Improvement District (RRFC) annexation of Redwood Valley County Water District (RVCWD) pre-application on pg. 11 of the agenda packet. EO Hinman clarified it was a map check fee to the Mendocino County Surveyor.
- Asked for clarification regarding the total amount of \$6,114.50 under column “Service Fee Revenue” on pg. 11 of the agenda packet. EO Hinman clarified that it’s the portion of service fees for application processing that is revenue to LAFCo.
- Upon inquiry, EO Hinman clarified that staff hours billed towards the Laytonville County Water District (LCWD) Administrative Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update are included in the line item titled “Inland Region Water/Wastewater MSR/SOI” on pg. 12 of the agenda packet.
- Requested clarification on the redlined legal counsel invoice on pg. 16 of the agenda packet. Commissioner Ward further noted that the amount of \$1,710 was separated from the claims. *Note: the invoice for \$1,710 was separated into general services applied to Account 6300 and time spent on the RRFC Pre-application (Account 8035).*

July 2025 Claims totaling:	\$ 32,256.32
Hinman & Associates Consulting	20,800.29
Zach Pehling, CPA	2,255.00
Commissioner Stipends (Mahoney and Zacharia)	157.96
Marsha Burch Law Office	1,710.00
Streamline	115.00
Mendocino County (BOS Chambers)	412.00
City of Ukiah (UVCC) (Office Space, Postage and Copies)	896.75
CALAFCO (member dues)	2,665.00

4c) Approve August Claims & Financial Report

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

Commissioner Ward:

- Requested clarification on the increase in cost for the claim titled “5500 Office Space” on pg. 18 of the agenda packet. EO Hinman responded that the increased cost includes a series of back charges that were not previously invoiced, stemming from an annual rate increase implemented in January of 2025. The current monthly lease is approximately \$608.
- Inquired regarding a reimbursement made in the amount of \$266.67 for postage and copying. EO Hinman clarified that there was an error in the Xerox machine count and a portion of the cost was reimbursed.
- Requested clarification on an invoice from phone.com on pg. 24 of the agenda packet. EO Hinman clarified that the agency has been receiving its phone service through phone.com for the past five years, which has increased incrementally each year.
- Upon inquiry, EO Hinman confirmed that the RRFC claims on the legal counsel invoice have been billed to P-2025-03 for reimbursement by RRFC.

August 2025 Claims totaling:	\$ 21,680.42
Hinman & Associates Consulting	18,511.47
Marsha Burch Law Office	1,395.00
Streamline	115.00
Mendocino County Information Services (GIS, Televised meetings)	719.46
City of Ukiah (UVCC) (Office Space, Postage and Copies)	657.89
Mari Rodin (Travel and Lodging [airfare])	281.60

4d) Ratify Legislative Support Letter for SB 858

The Commission ratified the legislative support letter for Senate Bill (SB) 858, the annual Local Government Omnibus Act of 2025, which includes corrections of cross-references in the Cortese-Knox-Hertzberg (CKH) Act as a requested component of the bill.

4e) Approve Contract with Mendocino County Information Systems Division for GIS and Streaming/Recording Meeting Services

The Commission approved the service level agreement with the Mendocino County Information Systems Division for professional assistance and support with geographic information system (GIS) services and streaming/recording meeting services. The term of the agreement is for Fiscal Year 2025-26.

There were no public comments.

Motion: Approve the Consent Calendar (Items 4a – 4e).		
Motion Maker: Gonzalez	Motion Second: Horsley	Outcome: Passed unanimously
Roll Call Vote: (6) Ward, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

5. PUBLIC HEARING ITEMS (Video Time 20:28)

None

6. WORKSHOP ITEMS (Video Time 20:31)

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION (Video Time 20:33)

7a) Hopland Public Utility District Review

The Commission considered staff’s review and determination that there has been no substantial change in circumstances for the Hopland Public Utility District (Hopland PUD/District) that warrants a comprehensive update of the 2013 MSR and 2016 SOI study. EO Hinman presented the item. Jared Walker, Contract General Manager for Hopland PUD, attended the meeting.

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

Commissioner Ward:

- Requested clarification on the review of the previous MSR determinations. EO Hinman noted that the 2013 MSR included discussion regarding potential consolidation with some of the Ukiah Valley districts, which was a recommendation made for all the Ukiah Valley special districts at that time.
- Asked why the seven parcels located outside the District service area that are currently receiving District services aren’t proposed for inclusion in the SOI at this time. EO Hinman clarified that a comprehensive study would be required to address the sphere, and that it can be scheduled if the Commission feels it is important to address at this time. They are part of the administrative record for this review and will be addressed at the next SOI review.

- Requested further information on what type of rate increase was being proposed by the District. Mr. Walker responded that Hildebrandt Consulting was contracted to prepare a comprehensive rate study for water and sewer services. Hopland PUD has not increased its service rates in roughly 10 years. The water service rate is proposed to increase by 40 percent, and the sewer service rate is proposed to increase by 25 percent. He further noted that while the percentages are large, given the relatively low rates, it's an increase of approximately \$30 per month for the average residential household, and that ongoing, incremental rate increases should have been implemented over the span of five years.
- Requested clarification upon whether the District would use some of its cash funds towards offsetting the proposed rate increases. Mr. Walker clarified that the District has cash set aside for different infrastructure projects to be accomplished within the next five years; Hopland PUD has an outstanding USDA loan balance that matures in the year 2040 for a water mainline replacement on the Highway 101 section in Hopland. Hopland PUD also has an ADA compliance project mandated by the California Department of Transportation (Caltrans) estimated to be \$5 million that the District is responsible to fund.

Commissioner Horsley:

- Requested clarification upon how the monthly compensation for the District Board members is calculated (approximately \$84.40 per month). Mr. Walker clarified it is an outdated rate; it was the water and sewer base charges and average water usage that was equal to \$84.40 at one point in time. He further commented that changes to monthly board compensation rates have been discussed.

Commissioner Rodin:

- Inquired upon whether Mr. Walker performs the duties of contract general manager in his capacity as the deputy director of water resources for the City of Ukiah. Mr. Walker clarified that he was previously the general manager for WCWD, which provided administration, operations, and management for Hopland PUD. One of his duties as the City's deputy director of water resources is to serve as general manager for the six other water service providers in the Ukiah Valley area, including Hopland PUD.
- Upon inquiry, EO Hinman noted that the District's interest in annexing the seven parcels outside the district boundaries that are receiving water and/or sewer service within the next five years had been discussed and there was no interest in expanding the District's boundary in the near-term. As part of this review, District staff have been reminded that LAFCo review and approval are required prior to extending outside agency services.

Chair Mulheren:

- Requested clarification regarding the tracking process between LAFCo and Hopland PUD to ensure that the seven parcels are incorporated into the SOI within the next five years. EO Hinman confirmed that the seven parcels have been mapped and attached to the certified request for information as part of the administrative record as shown on pg. 54 of the agenda packet.

There were no public comments.

Motion: : Approve Resolution No. 2025-26-01 finding that (1) staff conducted an interview with district staff, including reviewing the previous MSR/SOI determinations, finding that no substantial change in governance, finance, and services has occurred since the last review, and in so doing, satisfies the intent of GOV 56425 that requires SOIs for municipal service providers be reviewed every five years, and (2) affirming no change to the Hopland Public Utility District's 2016 Sphere of Influence and directs staff to schedule the next review for five years, or as needed.

Motion Maker: Gonzalez	Motion Second: Rodin	Outcome: Passed unanimously
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Roll Call Vote: (6) Ward, Gonzalez, Horsley, Mahoney, Rodin, Mulheren
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7b) 2024-25 Fiscal Year End Report (Video Time: 38:30)

EO Hinman presented the first 2024-25 Fiscal Year End Report for information and filing. It is LAFCo policy to present a year-end financial summary at the end of each fiscal year. Staff have expanded on that reporting and developed an annual report that summarizes the accomplishments, progress in the work program, and the final budget report.

Commissioners expressed appreciation for the report, noting it is comprehensive and recommending circulation to the special districts, cities and County. It was also suggested as an orientation resource for new Commissioners. Staff will post the report on the website and continue the practice of annual reporting to the Commission.

There were no public comments.

7c) CALAFCO Annual Conference, Board of Directors Vacancies, and Voting Delegates (Video Time 43:57)

The Commission discussed the 2025 Annual California Association of Local Agency Formation Commissions (CALAFCO) Conference, call for nominations to fill CALAFCO Board vacancies for the Northern Region, and selection of a voting delegate and alternate to participate for the CALAFCO Board of Director's meeting to be held on October 23, 2025.

EO Hinman reported that three Commissioners and the Executive Officer have registered for the Annual CALAFCO Conference.

The Commission discussed assigning a voting delegate and alternate to participate in the CALAFCO business meeting and in the election process. Commissioner Rodin was selected to be the voting delegate and Commissioner Cline the alternate.

There were no public comments.

8. INFORMATION AND REPORT ITEMS

8a) Work Plan, Current and Future Proposals (Video Time 49:09)

EO Hinman reported there are several applications on file, either on hold or pending tax share agreement: the Anderson Valley Community Services District (AVCSD) application to annex its sphere, and the Elk Community Services District (ECSD) activation for latent powers of wastewater services.

Staff continue to coordinate with the City of Ukiah through a pre-application for development of a proposal for reorganization. In addition, there is a pre-application from RRFC's proposed annexation of the RVCWD.

The City of Willits is developing an application for a sphere amendment, and staff will be working with them to develop an MSR in anticipation of the application. The MSR is in administrative draft form, and it's anticipated that the sphere amendment application will be filed as the MSR proceeds through development.

Staff are working with the City of Fort Bragg regarding requests for extension of sewer services outside the city boundaries.

A comprehensive MSR is being conducted for LCWD, however LAFCo has received news that the LCWD General Manager has passed away. The LCWD MSR will be on hold until further notice to allow the district time to adjust.

Staff continues to coordinate with Mendocino Coast Recreation and Park District (MCRPD) on the administrative draft phase of the MSR.

The studies for the 18 Fire and EMS service providers have been initiated. EO Hinman presented an overview of the MSR and SOI process at the Fire Districts Association meeting in August. EO Hinman will be presenting to the

Fire Chiefs Association on September 10. Staff will be initiating the process of sending out the request for information (RFI) to all fire and EMS providers this month.

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

Commissioner Rodin:

- Commended EO Hinman for presenting to the fire service providers.
- Upon inquiry, Chair Mulheren clarified that the County is still in negotiations with AVCSO regarding the tax share agreement.
- Recommended that EO Hinman attend the RRFC and RVCWD meeting scheduled for the evening of September 8. EO Hinman noted that she has coordinated with the RRFC general manager on a frequently asked questions (FAQ) document to be shared at the meeting to help answer questions related to LAFCo processing.

Commissioner Ward:

- Requested information on whether Mendocino County has a tax share agreement ad hoc committee for ECSD. Chair Mulheren responded that County Board of Supervisors agenda item has not been seen, however, if there is a request for tax sharing, it is recommended to bring it before the County Board of Supervisors for the selection of an ad hoc committee. Chair Mulheren offered to provide assistance if it's not already been processed with the clerk of the board.
- Upon inquiry, EO Hinman clarified that LAFCO's role in the pre-application process is to work with the City of Ukiah to address LAFCO policies and California statutes required under the CKH Act in the development of the proposal. LAFCo and City of Ukiah staff have a standing coordinating meeting to discuss development of the proposal.

8b) Correspondence (Video Time 01:01:06)

None

8c) CALAFCO Business and Legislation Report (Video Time 01:01:10)

EO Hinman had no information updates to provide regarding CALAFCO business. The following discussion points and questions were made by members of the Commission:

Commissioner Ward:

- Inquired upon the methodology used by CALAFCO in establishing member dues. EO Hinman clarified that the calculation includes a base rate and an increment based on population; the population of Mendocino County is approximately 90,000.
- Upon inquiry, EO Hinman shared that CALAFCO has good leadership in place that has coordinated extensive outreach to its members. EO Hinman noted her participation in the CALAFCO transition meetings, and special meetings have been held with attendance from all the LAFCo EOs to move forward the recommendations in the bylaws amendments. The six LAFCOs that elected not to renew their CALAFCO memberships this year will reconsider their membership in spring 2026.
- Requested clarification upon how LAFCo's membership dues will be affected next year. EO Hinman responded that it has yet to be determined.
- Asked what the purpose is of adding EOs as voting members. EO Hinman clarified that EOs voted on recommendations which are considered by the CALAFCO Board, and the Board then implements changes. EO Hinman also reported that CALAFCO's new interim executive director will be starting on November 1, 2025.

8d) Executive Officer's Report (Video Time 01:09:17)

EO Hinman reported that Mendocino County Waterworks District No.2 (MCWW2) and Gualala Community Services District (GCSO) have continued to coordinate with LAFCo on their efforts to regionalize, and have received

\$500,000 in grant funds to study regionalizing their provision of services with the intent to extend a collection line from Gualala to Anchor Bay.

EO Hinman also reported that the South Coast Fire Protection District is conducting initial explorations with Sonoma County fire districts about consolidation. Coast Life Support District may also be included, as it follows the same service boundaries as the fire districts. There will be continued coordination with Sonoma LAFCo about the process; Sonoma LAFCo is the principal LAFCo for Coast Life Support District, which extends into Mendocino County.

Commissioner Ward:

- Upon inquiry, EO Hinman noted that an administrative draft for the 2025 City of Point Arena MSR is undergoing internal review and will be provided to the City of Point Arena for technical review as the next step.

8e) Committee Reports (Executive Committee, Policies & Procedures) (Video Time 01:06:12)

None

8f) Commissioners Reports, Comments or Questions (Video Time 01:06:20)

Commissioner Horsley reported that the Ukiah Valley Sanitation District (UVSD) adopted its rate study. Commissioner Ward inquired upon any updates regarding memorandum of understanding (MOU) negotiations with the Mendocino Coast Health Care District (MCHCD). EO Hinman reported that in response to the draft MOU that was sent, MCHCD is still working through its financial audit reports and has requested that LAFCo wait until February of 2026 to initiate the MSR. It was also noted that the Auditor-Controller's Office confirmed that MCHCD will begin paying apportionment fees this year.

ADJOURNMENT (Video Time 1:11:58)

There being no further business, the meeting adjourned at 10:37 a.m.

The next regular meeting of the Commission is scheduled for Monday, **October 6, 2025**, at 9:30 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 [September 8, 2025](#) YouTube meeting recording. Links to recordings and approved minutes are also available on the [LAFCo website](#).