



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

*Approved July 7, 2025*

## FINAL MEETING MINUTES

### Regular Commission Meeting

#### Regular Meeting of Monday, May 5, 2025

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

**1. CALL TO ORDER and ROLL CALL** (Video Time 04:12)

Chair Mulheren called the meeting to order at 9:30 a.m.

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

**Regular Commissioners Absent:** None

**Alternate Commissioners Present:** None

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

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

**2. PUBLIC EXPRESSION** (Video Time 04:49)

None

**3. OTHER BUSINESS** (Video Time 04:49)

None

**4. CONSENT CALENDAR** (Video Time 05:14)

**4a) April 7, 2025 Regular Meeting Summary**

The Commission considered the draft April 7, 2025 regular meeting summary for approval. The following comments and recommendations were made by members of the Commission:

Commissioner Ward:

- Commented that the minutes are easy to read and provide a complete account of the regular meetings.

Commissioner Horsley:

- Recommended that the minutes include clarifying descriptions for each agenda item to make it easier to review and understand the recommendations and discussions afterward.

**4b) April Claims & Financial Report**

<b>May 2025 Claims totaling:</b>	<b>\$ 24,176.71</b>
Hinman & Associates Consulting	21,213.62
Commissioner Stipends – Raghda Zacharia	68.76
Marsha Burch Law Office	1,170.00
Streamline	115.00
Newspapers	393.87
Mendocino County Information Services (GIS, Televised meetings)	601.05
Ukiah Valley Conference Center	614.41

There were no public comments.

<b>Motion:</b> Approve the Consent Calendar (Items 4a – 4b).		
<b>Motion Maker:</b> Ward	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Cline, Gonzalez, Horsley, Mahoney, Rodin, Ward, Mulheren		

**5. PUBLIC HEARING ITEMS**

**5a) Westport County Water District Municipal Service Review and Sphere of Influence Update** (Video Time 06:36)

The Commission held a Public Hearing to consider adoption of the Westport County Water District (WCWD) Municipal Service Review (MSR) and Sphere of Influence (SOI) Update Study as required by LAFCo law. LAFCo staff recommended affirming the 2015 SOI with the inclusion of one residentially designated parcel with an existing water service connection into the water service specific SOI. Analyst Crump presented the item.

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

Commissioner Rodin:

- Inquired upon the history of the residentially developed parcel proposed for inclusion in the water service specific SOI. Analyst Crump responded that the parcel was previously owned by Westport Beach RV Park and Campground and was sold in 2013 and added that the parcel has been receiving water service since its ownership by the campground.

Commissioner Ward:

- Requested clarification on whether there has been any discussion with District management regarding the fully depreciated costs and how the District plans on replacing its capital assets. Analyst Crump answered that the fully depreciated costs have not been discussed with District staff.
- Noted that the reserve funds should be separated from the cash amount in the District’s financials.
- Upon inquiry on pg. 93 in the agenda packet, Executive Officer (EO) Hinman commented that Appendix D (Housing Legislation Trends and Results) is a standard appendix included in each MSR and discusses housing legislation, housing need allocation estimates published by the Mendocino Council of Governments (MCOG), and Mendocino County regional housing needs.
- Noted that the Appendix D regional housing needs allocation estimates presented in the Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) Public Hearing draft appear to be different from the estimates presented in the WCWD Public Hearing draft. Staff will review.
- Inquired if RRFC is the only agency that offers enrollment in the California Public Employees’ Retirement System (CalPERS) to its staff members, and whether WCWD offers CalPERS enrollment to its full-time employee. Commissioner Gonzalez responded that Brooktrails Township Community Services District offers CalPERS enrollment, but it varies between special districts.

Commissioner Gonzalez:

- Requested clarification on whether there is a state agency that investigates Brown Act compliance concerns or if it is just noted and recommended in the MSRs to encourage compliance; particularly related to organizations that continue to only meet remotely. Counsel Burch responded that any specific actions being taken by the state haven't been heard of, but the public has a right of action under the Brown Act to enforce its requirements. A larger, more visible agency violating the Brown Act may be approached by the Attorney General or a grand jury may investigate violations in a particular jurisdiction.

There were no public comments.

<b>Motion:</b> Find the Westport County Water District Municipal Service Review is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations (14 CCR) §15306 (Class 6 Exemption), and find the Westport County Water District Sphere of Influence Update is exempt from CEQA pursuant to 14 CCR §15061(b)(3) (General Rule), and approve the Notice of Exemption for filing; and Adopt LAFCo Resolution 2024-25-14, approving the Westport County Water District Municipal Service Review and Sphere of Influence Update Study and adopting the proposed sphere of influence.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Cline, Gonzalez, Horsley, Mahoney, Rodin, Ward, Mulheren		

**5b) Mendocino County Russian River Flood Control and Water Conservation District Municipal Service Review and Sphere of Influence Update** (Video Time 21:13)

The Commission held a Public Hearing to consider adoption of the Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) Municipal Service Review (MSR) and Sphere of Influence (SOI) Update Study as required by LAFCo law. EO Hinman presented the item. Beth Salomone, General Manager for RRFC, attended the meeting.

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

Commissioner Ward:

- Requested clarification on whether contract staff and services (engineers, accounting, and legal) are reflected under 'salaries' or 'general administration' in the District financials. Ms. Salomone responded that the consultants are listed separately, and employees and personnel are District employees.
- Requested clarification on employees and payroll; Ms. Salomone provided further details.

Ms. Salomone shared an update responding to a question from the April 7 public workshop on service rate setting and compliance with Proposition 218 requirements. Unlike a water retailer, RRFC has contracts with its customers and that is the reason why the District Board is able to set service rates annually.

There were no public comments.

<b>Motion:</b> Find the Mendocino County Russian River Flood Control and Water Conservation Improvement District Municipal Service Review is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations (14 CCR) §15306 (Class 6 Exemption), and find the Mendocino County Russian River Flood Control and Water Conservation Improvement District Sphere of Influence Update is exempt from CEQA pursuant to 14 CCR §15061(b)(3) (General Rule), and approve the Notice of Exemption for filing; and Adopt LAFCo Resolution 2024-25-15, approving the Mendocino County Russian River Flood Control and Water Conservation Improvement District Municipal Service Review and Sphere of Influence Update Study and affirming the existing sphere of influence.		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> Cline	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Rodin, Mahoney, Horsley, Gonzalez, Cline, Ward, Mulheren		

**5c) Final Budget and Work Program for Fiscal Year 2025-26** (Video Time 29:07)

The Commission held a public hearing to consider the Final Budget and Work Program for Fiscal Year 2025-2026. EO Hinman presented two options for the Final Budget and Work Program for Fiscal Year 2025-26. Option 1 was no change from the April 7 proposed budget and work program, approximately \$332,000 in expenditures. Option 2 reflected a slight expenditure reduction to \$328,500, assumed an increase in anticipated revenue from application fees and proposed no increase in apportionment from the current fiscal year, which is consistent with the last two years of apportionments.

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

Commissioner Horsley:

- Commended the quality and detail of the budget report and voiced support for Option 2.
- Requested clarification on the \$35,000-\$35,500 estimate in the paragraph under Table 1 on pg. 227 of the agenda packet. EO Hinman responded that the change derives from what's allocated for the Work Plan Contingency; the \$500 was moved from the Work Plan Contingency to use as cash balance for next fiscal year in order to keep apportionments at \$275,000 under Option 2.

Commissioner Ward:

- Upon inquiry, EO Hinman confirmed that there are two special districts that have not yet paid for the apportionments this fiscal year; the County Auditor-Controller has been notified.
- Requested clarification on whether the monetary estimates for budget options 1 and 2, under 'Revenue' line item 'Fees/Reimbursements/Interests', are application fees. EO Hinman responded confirmed that is the revenue that that would be retained by LAFCo, minus the applied contract fees.
- Requested an update on correspondence with the Mendocino Coast Health Care District (MCHCD) and the City of Point Arena. EO Hinman responded that she met with staff from the City of Point Arena and they indicated that they are ready to move forward with preparation of an MSR and SOI Update. City staff, the current interim city manager, and Mr. Anderson will be available to assist with information requests. EO Hinman also noted that she was able to connect with MCHCD staff, and they have requested that LAFCo provide a memorandum of understanding (MOU) for their Board to consider and begin negotiations; ultimately, it will come before the Commission for approval.
- Asked for clarification on the \$23,000 earmarked for the MCHCD study if the MOU is finalized and LAFCo receives reimbursement. EO Hinman answered that MCHCD staff initially proposed a reimbursement of the MOU over a period of years, and preparation of the MSR would be contracted to a consultant with upfront payment required.
- Noted support for having MCHCD commence payment of LAFCo apportionment fees.

There were no public comments.

<b>Motion:</b> Adopt Resolution 2024-25-16 approving Option 2 for the Final Budget and Work Program for Fiscal Year 2025-26; and direct the Executive Officer to transmit the adopted Final Budget and Work Program to the funding agencies and County Auditor-Controller as required by GC §56381.
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<b>Motion Maker:</b> Horsley
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<b>Motion Second:</b> Rodin
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<b>Outcome:</b> Passed unanimously
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<b>Roll Call Vote:</b> (7) Rodin, Mahoney, Horsley, Gonzalez, Cline, Ward, Mulheren,
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**6. WORKSHOP ITEMS** (Video Time 41:58)

None

**7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION** (Video Time 41:58)

None

## 8. INFORMATION AND REPORT ITEMS

### 8a) Work Plan, Current and Future Proposals (Video Time 42:03)

EO Hinman reported that the City of Ukiah has submitted a Pre-Application Request from the City of Ukiah along with a deposit to begin coordinating with City staff regarding the reorganization application. The City's draft proposal includes annexations of portions of the Ukiah Valley Sanitation District and Millview County Water District, merging of Willow County Water District (WCWD), and a sphere amendment to include that portion of the WCWD not within the City's sphere.

EO Hinman met with City of Point Arena staff who indicated that they're ready to proceed with the MSR and SOI Update. The City has updated its financial audits, and staff are available to assist with the information requests.

The City of Willits MSR has been initiated and LAFCo staff will be working with City of Willits staff to update the MSR and SOI in advance of their sphere amendment application.

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

Commissioner Rodin:

- Requested clarification on why the City of Willits and City of Point Arena aren't included in the Attachment 1 summary table on pg. 238 of the agenda packet. EO Hinman responded that the City of Willits is included under 'Future Proposals' in Attachment 1 and under 'FY 2024-25 Work Plan' in Attachment 2. In addition, EO Hinman confirmed that the City Point Arena is not yet identified in the Attachment 1 or Attachment summary tables.
- Expressed appreciation for the way information is presented in the graphics in the Final Budget and Work Program report.

Commissioner Horsley:

- Requested clarification on when the Potter Valley Irrigation District Final MSR and SOI Update will be finalized. EO Hinman responded that staff is coordinating with the District on verifying a requested clarification and will finalize the study once confirmation is received.

### 8b) Correspondence (Video Time 46:15)

None

### 8c) CALAFCO Business and Legislation Report (Video Time 46:17)

EO Hinman provided an informational update on the legislative report from California Association of Local Agency Formation Commissions (CALAFCO), including any requests for letters of support or opposition. There are currently no pending requests.

EO Hinman will be attending the northern region CALAFCO meeting in Redding/Chico on May 15. It will be an all-day facilitated meeting to generate recommendations and feedback to help improve CALAFCO as an organization and to better serve their members. Commissioners and staff are invited to attend.

Analyst Crump attended the CALAFCO staff workshop in Temecula. Jesse Davis, the City of Ukiah Chief Planning Manager, was a panelist on one of the sessions on balancing growth with preservation and it was well received.

### 8d) Executive Officer's Report (Video Time 47:48)

EO Hinman reported that the Elk County Water District MSR and SOI Update that was adopted in April had an incorrect statement regarding ownership of two parcels within the District that contain septic field easements for several parcels along the State Highway 1 in Elk. LAFCo staff have administratively corrected the study to clarify

that the Elk Community Services District does not own those two parcels in a section related to services by other agencies in the area and was not determined to be of great importance to the Elk County Water District. The new version has been posted on the LAFCo website.

LAFCo did not receive a quorum of ballots by the April 30 deadline for the special district alternate member election. Per state law, the deadline was automatically extended by a minimum of sixty days. EO Hinman will be sending out the notices. For an election to be valid, LAFCo must receive a quorum (minimum of 25) of ballots, and 15 have been received. The new deadline will be July 9 at 12:00 p.m.

Lastly, the overhaul of the application forms has been completed and posted on LAFCo's website. The task was included in the Work Program for this fiscal year. This accomplishment was a big effort that required extensive outreach, research, and coordination with the Mendocino County Surveyor and Geographical Information Systems (GIS) manager regarding appropriate mapping details, as well as the Board of Equalization.

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

Commissioner Ward:

- Inquired about the next steps if the minimum of 25 ballots is not received by the extended deadline of July 9. EO Hinman answered that the election continues to automatically extend by sixty days until 25 ballots are received.
- Asked if the Commission can appoint the special district alternate member seat after multiple rounds of extensions and whether the deadline extensions are a cost to LAFCo. EO Hinman confirmed that LAFCo pays for the election costs.

Commissioner Rodin:

- Requested clarification on whether it has been communicated to the districts that the minimum number of ballots weren't received, and that participation is highly encouraged. EO Hinman responded yes and that a reminder is sent out midway through the election and six weeks before the deadline.
- Recommended that outreach to the districts includes an explanation that the extensions cost money to LAFCo.

**8e) Committee Reports (Executive Committee, Policies & Procedures) (Video Time 50:49)**

None

**8f) Commissioners Reports, Comments or Questions (Video Time 50:49)**

Commissioner Horsley noted that the Ukiah Valley Sanitation District is increasing its fees for the first time in ten years, with incremental increases over the next five to six years.

**ADJOURNMENT (Video Time 51:21)**

There being no further business, the meeting adjourned at 10:17 a.m.

The next regular meeting of the Commission is scheduled for Monday, **June 2, 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 [May 5, 2025 YouTube meeting recording](#). Links to recordings and approved minutes are also available on the [LAFCo website](#).