

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482  
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### COMMISSIONERS

#### **Tony Orth, Chair**

Brooktrails Township CSD

#### **Scott Ignacio, Vice Chair**

Point Arena City Council

#### **Gerald Ward, Treasurer**

Public Member

#### **Matthew Froneberger**

Special District Member

#### **Gerardo Gonzalez**

Willits City Council

#### **Glenn McGourty**

County Board of Supervisors

#### **Maureen Mulheren**

County Board of Supervisors

#### **Jenifer Bazzani, Alternate**

Ukiah Valley Fire District

#### **Richard Weinkle, Alternate**

Public Member

#### **John Haschak, Alternate**

County Board of Supervisors

#### **Vacant, Alternate**

City Member

### STAFF

#### **Executive Officer**

Uma Hinman

#### **Analyst**

Larkyn Feiler

#### **Commission Clerk**

Kristen Meadows

#### **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

*Approved by the Commission on April 5, 2021*

## MINUTES

### Local Agency Formation Commission of Mendocino County

#### Regular Meeting of Monday, February 1, 2021

Meeting held via Zoom due to COVID-19 Pandemic Emergency Conditions

#### 1. **CALL TO ORDER and ROLL CALL** (Video Time 5:03)

Executive Office Hinman called the meeting to order at 9:03 a.m.

**Regular Commissioners Present:** Tony Orth, Gerald Ward, Gerardo Gonzalez, and Scott Ignacio

**Regular Commissioners Absent:** none

**Alternate Commissioners Present:** Jenifer Bazzani and Richard Weinkle

**Alternate Commissioners Absent:** John Haschak

**Staff Present:** Uma Hinman, Executive Officer; Larkyn Feiler, Analyst; Kristen Meadows, Clerk; and Scott Browne, Legal Counsel

#### 2. **PUBLIC EXPRESSION** (Video Time 5:50) None

#### 3. **OTHER BUSINESS** (Video Time 6:10)

##### **3a) Announcement of County Appointments and Oaths of Office**

Supervisors McGourty and Mulheren were appointed to the Commission by the Mendocino County Board of Supervisors. After reading their Oaths of Office they immediately assumed their seats on the Commission. Supervisor Haschak will continue as the Alternate County Board of Supervisors Member.

##### **3b) Announcement of Special District Representatives and Oaths of Office**

(Video Time 8:31)

EO Hinman announced the elected Special District Representatives. Tony Orth, Brooktrails Township Community Services District, was re-elected to the Commission for another 4-year term. Matt Froneberger, Russian River Flood Control District, was elected to fill the remainder term ending December 2022 vacated by Commissioner Huff. Mr. Froneberger read his Oath of office and immediately assumed his seat on the Commission.

#### **ROLL CALL**

**Regular Commissioners Present:** Tony Orth, Gerald Ward, Gerardo Gonzalez, Scott Ignacio, Matthew Froneberger, Maureen Mulheren, and Glenn McGourty

**Regular Commissioners Absent:** none

**Alternate Commissioners Present:** Jenifer Bazzani and Richard Weinkle

**Alternate Commissioners Absent:** John Haschak

**Staff Present:** Uma Hinman, Executive Officer; Larkyn Feiler, Analyst; Kristen Meadows, Clerk; and Scott Browne, Legal Counsel

**3c) Selection of Officers and Appointments to Committees** (Video Time 11:14)

**Nomination** by Commissioner Ignacio: Commissioner Orth for Chair

**Seconded** by Commissioner Gonzalez

**Approved** by roll call vote:

Ayes: (7) Ignacio, Gonzalez, Ward, Orth, Froneberger, Mulheren, McGourty

**Nomination** by Chair Orth: Commissioner Ignacio for Vice Chair

**Seconded** by Commissioner Gonzalez

**Approved** by roll call vote:

Ayes: (7) Ignacio, Gonzalez, Ward, Orth, Froneberger, Mulheren, McGourty

**Nomination** by Commissioner Gonzalez: Commissioner Ward for Treasurer

**Seconded** by Commissioner Ignacio

**Approved** by roll call vote:

Ayes: (7) Ignacio, Gonzalez, Ward, Orth, Froneberger, Mulheren, McGourty

Following the selection of Officers, EO Hinman turned the meeting over to Chair Orth. (Video Time 16:38)

Chair Orth continued with the appointments to committees, confirming the continuation of the RFP Ad Hoc Committee consisting of Commissioners Orth and Ward. He appointed Chair Orth, Vice Chair Ignacio, and Treasurer Ward to the Executive Committee and Commissioners Mulheren, Froneberger, and Gonzalez to the Policies & Procedures Committee.

**3d) Bank Signatures** (Video Time 19:26)

Chair Orth appointed Treasurer Ward (to continue) and Commissioners McGourty and Mulheren as signatories on the LAFCo Bank Accounts.

**4. CONSENT CALENDAR** (Video Time 20:22)

**4a) Approval of the January 4, 2021 Regular Meeting Summary**

There were no corrections or comments from the Commission.

**Motion** by Commissioner Ignacio: Approve the January 4 Meeting Summary

**Seconded** by Commissioner Gonzalez.

**Approved** by roll call vote:

Ayes: (4) Ignacio, Gonzalez, Ward, Orth. Abstain: (3) Froneberger, Mulheren, McGourty

**4b) Approval of the January 2021 Claims & Financial Report**

January 2021 Claims totaling:	\$ 9,623.13
Hinman & Associates Consulting	\$ 7,878.87
Ukiah Valley Conference Center	\$ 471.30
P. Scott Browne	\$ 1,102.50
County of Mendocino	\$ 120.46
Streamline	\$ 50.00

There were no corrections or comments from the Commission.

**Motion** by Commissioner Ignacio: Approve the January Claims and Financial Report

**Seconded** by Commissioner Gonzalez.

**Approved** by roll call vote: unanimous.

Ayes: (7) Ignacio, Gonzalez, Ward, Orth, Froneberger, Mulheren, McGourty

**5. PUBLIC HEARING ITEM** None.

**6. WORKSHOP ITEMS** None.

**7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION** None.

## **8. INFORMATION/REPORT ITEMS (Video Time: 25:05)**

### **8a) Work Plan, Current, and Future Proposals**

EO Hinman presented the staff report, providing an overview of the purpose of the report for the new Commissioners information.

Commissioner Froneberger requested a summary of CSA 3's sphere of influence. Commissioner Orth answered that the CSA includes all unincorporated lands within Mendocino County and is governed by the County Board of Supervisors.

Commissioner Ward noted the decision to delay the Update for CSA 3 and asked if Staff has notified the CSA. EO Hinman responded that she will continue efforts to connect with the County, however the Covelo CSD Update has been placed on hold due to budget limitations and will work on re-scheduling it during the next budget cycle.

Chair Orth asked if a response had been received from the UVSD regarding its MSR/SOI Update timeline. EO Hinman responded that a conference call is scheduled within the next week to discuss the matter.

Chair Orth expressed preference to the completion of CSA 3's update because Brooktrails Township CSD is looking to create a distinct service area within CSA 3. He asked Counsel Browne if an MSR/SOI Update needs to be completed for a request to create a service area within CSA 3 to be considered. Counsel Browne clarified that although not necessary, completion of the update would be helpful in understanding the County's intentions and proposed services for the CSA 3.

Commissioner McGourty asked for a definition of the terms MSR/SOI. EO Hinman answered that LAFCo's are mandated to prepare Municipal Service Review (MSR) and Sphere of Influence (SOI) Updates for all agencies within its jurisdiction. An MSR provides a snapshot of an agency's governance and finances, and an overview of the services it provides. An MSR is a study to determine the ability of an agency to effectively provide municipal services to the people within its sphere of Influence. An SOI, typically completed concurrently with an MSR, identifies the existing and future service area of an agency, are established by LAFCo, and reviewed every 5 years. Staff intends to conduct a LAFCo 101 presentation during a future Commission meeting to provide education on the role of LAFCo and its purpose and roles.

### **8b) Countywide Planning Activities Report (Video Time: 35:08)**

Drought Update – Elizabeth Salomone, General Manager, Russian River Flood Control District

### **8c) Correspondence None.**

### **8d) Executive Officer's Report (Video Time: 1:19:22)**

Before presenting her report, EO Hinman noted that she welcomes feedback and/or requests from the Commissioners for informational reports/presentations on issues affecting Mendocino County they would like added to the agenda.

- The financial reports have been reviewed by Treasurer Ward and will be sent to the Auditor this week.
- Staff will coordinate with the signatories today to begin the process of updating the bank signature cards.
- The LAFCo Office remains closed to the public due to the pandemic and local health orders. Staff holds COVID safe meetings as necessary, maintains office functions and responds to information needs.
- Preparation of a LAFCo 101 educational presentation for the new Commissioners.

### **8e) Committee Reports (Executive Committee/Policies & Procedures) (Video Time 1:21:49)**

EO Hinman said that Staff will begin the budget development process with the Executive Committee within the next month.

### **8f) Commissioners Reports, Comments or Questions (Video Time: 1:22:20)**

Vice Chair Ignacio welcomed Commissioners Mulheren, McGourty, and Froneberger to LAFCo, thanked them for their service and said he looks forward to working with them.

Commissioner Gonzalez, echoed Commissioner Ignacio's sentiments and expressed appreciation for the Drought Update.

Chair Orth provided a summary of the "atmospheric river" that hit Brooktrails and the damages it caused. He expressed appreciation to the fire districts that came to help clean up and various utility crews who came to restore power, water, internet and other infrastructure.

**8g) CALAFCO Business and Legislation Report** (Video Time: 1:27:30)

An ongoing challenge and topic of many discussions has been explaining what LAFCo is and what it does. In response, CALAFCO has developed communication tools, which it has shared with its member LAFCos:

1. A flyer explaining how LAFCo can help guide the COVID-19 recovery process, including customized flyers for each of the member LAFCos
2. A tool for Legislative outreach

EO Hinman welcomed suggestions from the Commission on how to spread LAFCo's message.

**ADJOURNMENT** (Video Time: 1:30:05)

There being no further business, the meeting adjourned at 10:27 a.m. The next regular meeting is scheduled for Monday, March 1, 2021 at 9:00 a.m. The location is to be determined based on guidelines recommended by the Mendocino County Public Health Officer and Executive Orders regarding the COVID-19 pandemic.

*Live web streaming and recordings of Commission meetings are available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are also available on the [LAFCo website](#). [February 1, 2021 meeting recording on YouTube](#)*