



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 April 7, 2025

FINAL MEETING MINUTES

Regular Commission Meeting

Regular Meeting of Monday, March 3, 2025

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

1. CALL TO ORDER and ROLL CALL (Video Time 05:03)

Vice Chair Ward called the meeting to order at 9:01 a.m.

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

Regular Commissioners Absent: Maureen Mulheren, 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 05:45)

None

3. OTHER BUSINESS

3a) Assignment of Signatories for Financial Institutions (Video Time 06:13)

Vice Chair Ward introduced the item and recommended that the assignment of signatories include Commissioner Rodin for authorization to sign and endorse checks and other financial instruments with its financial statements.

Motion: Approve Resolution No. 2024-25-08, authorizing Mari Rodin for assignment of signatories for financial institutions on behalf of LAFCo.

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| Motion Maker: Gonzalez | Motion Second: Horsley | Outcome: Passed unanimously |
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Roll Call Vote: (5) Gonzalez, Horsley, Mahoney, Rodin, Ward

4. CONSENT CALENDAR (Video Time 07:42)

4a) February 3, 2025 Regular Meeting Summary

4b) February Claims & Financial Report

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| February 2025 Claims totaling: | \$ 23,194.39 |
| Hinman & Associates Consulting | 21,470.62 |
| Marsha Burch Law Office | 877.50 |
| Streamline | 115.00 |
| Mendocino County Information Services (GIS, Televised meetings) | 150.27 |
| Ukiah Valley Conference Center | 581.00 |

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| Motion: Approve the Consent Calendar (Items 4a – 4b). | | |
| Motion Maker: Gonzalez | Motion Second: Horsley | Outcome: Passed unanimously |
| Roll Call Vote: (5) Gonzalez, Horsley, Mahoney, Rodin, Ward | | |

5. PUBLIC HEARING ITEMS

5a) Irish Beach Water District Municipal Service Review and Sphere of Influence Update (Video Time: 08:24)
Analyst Crump presented the item. Irish Beach Water District (IBWD/District) Board Secretary Heather Hackett and Water System Manager Brant O’Dell attended the meeting via videoconference.

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

Vice-Chair Ward:

- Upon inquiry, Ms. Hackett confirmed that the financials included in the study were what was available at the time requested. The Board has since approved an audit for Fiscal Year (FY) 2021-22 on November 8, 2024. The financial statement audit for FY 2022-23 is in process.
- Requested further clarification on how disadvantaged unincorporated communities (DUCs) and severely disadvantaged unincorporated communities (SDUCs) are identified in the Municipal Service Review (MSR)/Sphere of Influence (SOI) process, given that many of the coastal communities and surrounding areas have vacation rentals and high-end properties. Executive Officer (EO) Hinman responded that LAFCo is required to identify DUCs during the preparation of the MSR/SOI studies, particularly around the edges of a district or within an SOI. Analysis is based on median household income published by the state of California, and there is acknowledgement that local and on-the-ground circumstances may alter the standard DUC finding.
- Requested further information on the “Inn Site”, if there was existing development on the site, and why the District extends outside agency service to this area. EO Hinman responded there was a legal agreement between the landowner and District requiring the District to provide water service to the “Inn Site”. The property was included in the 2016 SOI to acknowledge that agreement and staff recommend carrying it forward. She further noted that the “Inn Site” was the subject of a previous application for annexation that was withdrawn a few years ago because it required approval by the Coastal Commission and the lot has substantial development constraints.

Commissioner Gonzalez:

- Inquired whether the IBWD has considered consolidation with any neighboring service providers due to drought impacts to coastal communities and to increase state funding opportunities. Ms. Hackett responded that the District Board members have considered this and there has been discussion about consolidation with neighboring water districts; although it is not something the District has actively pursued, they may consider it in the future.

Commissioner Zacharia:

- Inquired whether there has been consideration for holding another noticed public meeting earlier in the review process given the lack of public participation. Commissioner Horsley responded it is typical for studies to not receive public input unless it’s a contentious item. Vice Chair Ward suggested inviting interested public to attend and participate in meetings, especially the public hearing.

Commissioner Mahoney:

- Requested clarification on whether the District has any plans for developing additional water supply sources. Ms. Hackett responded that in October of 2024, District voters approved a special tax assessment to fund infrastructure improvements and to develop additional water sources. The District currently has sufficient

water for its connected users but will need additional water supply sources to support future development. The total buildout of the Irish Beach Subdivision is relatively slow, so the District has time to plan.

Vice Chair Ward recommended that staff conduct a one-year follow up with the District. EO Hinman suggested that a copy of the adopted FY 2021-22 financial statement audit be included as an appendix in the final study.

Vice Chair Ward opened the public hearing at 9:26 a.m. No public comments were received. Vice Chair Ward closed the public comment period and public hearing at 9:26 a.m.

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| Motion: Find the Irish Beach Water District Municipal Service Review is categorically exempt from CEQA pursuant to 14 CCR §15306, and find the Irish Beach Water District Sphere of Influence Update is exempt from CEQA pursuant to 14 CCR §15061(b)(3), and approve the Notice of Exemption for filing. Approve Resolution No. 2025-25-09, approving the Irish Beach Water District Municipal Service Review and Sphere of Influence Update, with modification to include a copy of the District’s adopted FY 2021-22 financial audit statement as an appendix in the study. | | |
| Motion Maker: Gonzalez | Motion Second: Horsley | Outcome: Passed unanimously |
| Roll Call Vote: (5) Rodin, Mahoney, Horsley, Gonzalez, Ward | | |

5b) Elk County Water District Municipal Service Review and Sphere of Influence Update (Video Time 31:11)
Analyst Crump presented the item. Charles Acker, District Manager for the Elk County Water District (ECWD/District), was in attendance of the meeting.

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

Commissioner Horsley:

- Requested clarification regarding potential powers versus latent powers in Section 2.1.3.1 (“Latent Powers”). Analyst Crump responded that the terms have the same meaning and were used synonymously. Analyst Crump confirmed that the District is only exercising its authorization to provide domestic water services and requires review and approval by the Commission to exercise the other powers not currently in use.

Commissioner Rodin:

- Requested clarification on MSR determination #7 in Section 3.3.1.2, which states that while the residents of Elk are receiving the essential municipal services of fire, water, and wastewater, only fire and water services are proven to be adequate. EO Hinman noted that all parcels within the IBWD utilize private septic systems except for 10 to 12 parcels in the core of the downtown area that utilize a common private leach field that until recently has been owned by a private landholder.
- Mr. Acker noted that the private leach field was developed by a group of landowners for the benefit of several houses and two large bed and breakfast inns with inadequate area for septic leach fields. The Elk Community Services District (ECSD) is purchasing the property containing the common leach field, which changes the conditions of the arrangement; ECSD has filed an application with LAFCo to activate latent powers for wastewater services in order to continue operating the leach field.

Vice Chair Ward:

- Inquired if the District considered or foresaw benefits in potential consolidations, noting Irish Beach and ECSD in particular. Mr. Acker acknowledged the potential, but noted the differences in service areas.
- Mr. Acker explained that ECSD was formed in 1990 to provide fire and ambulance services for a larger service area than the ECWD jurisdiction, which is focused on a smaller service area in the downtown core of Elk. The ECSD is in the process of acquiring the land that contains the private wastewater leach field. The

purchase of the property requires collaboration with several different entities, including the Coastal Conservancy and a private owner.

Commissioner Gonzalez:

- Upon inquiry, Mr. Acker confirmed that treated water is being supplied to and hauled by two private water hauling groups in Mendocino and Fort Bragg. The two private water hauling groups deliver water to private customers; the District doesn't track where the water is delivered. Irish Beach and Elk were the only districts in the last drought that had surplus water, and Mr. Acker was managing both districts. Until the end of the drought, the districts had surplus water that was in demand by water haulers. It reached the point where the stream flow stopped at Greenwood Creek, the main water source, and the sales to private haulers ended.

Vice Chair Ward opened the public comment period at 9:46 a.m. No public comments were received. Vice Chair Ward closed the public comment period and public hearing at 9:47 a.m.

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| Motion: Find the Elk County Water District Municipal Service Review is categorically exempt from CEQA pursuant to 14 CCR §15306, and find the Elk County Water District Sphere of Influence Update is exempt from CEQA pursuant to 14 CCR §15061(b)(3), and approve the Notice of Exemption for filing. Approve Resolution No. 2025-25-09, approving the Elk County Water District Municipal Service Review and Sphere of Influence Update. | | |
| Motion Maker: Rodin | Motion Second: Gonzalez | Outcome: Passed unanimously |
| Roll Call Vote: (5) Rodin, Mahoney, Horsley, Gonzalez, Ward | | |

6. WORKSHOP ITEMS (Video Time 50:40)
None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) Mid-Year Financial and Work Plan Report (Video Time 50:46)

EO Hinman provided an informational mid-year financial review and update on the work plan status for Fiscal Year (FY) 2024-25.

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

Commissioner Rodin:

- Inquired why the Mendocino Coast Health Care District (MCHCD) wasn't included in Attachment 1. EO Hinman responded that the MSR/SOI Update for the MCHCD is on hold pending the completion of their financial reports. It will be brought forward during the FY 2025-26 budget development process as part of the next annual work plan.
- Upon inquiry, EO Hinman responded that, based on most recent County MUNIS reports, it appears all apportionment fees have been deposited in the County Treasury; to date, \$200,000 has been transferred into the LAFCo checking account and approximately \$80,000 remains in the Treasury.

Commissioner Horsley:

- Asked whether the MCHCD will be able to participate in the allocations next year. EO Hinman responded that staff have been coordinating with the County Auditor-Controller's office on the subject. The determination is dependent on the District's financial audit reports being completed and the State Controller's Office financial summaries being updated by the District.
- Noted that the Ukiah Valley Sanitation District (UVSD) pays a substantial portion of the apportionment fees, and the fees will have to be reallocated if the district is annexed into the City of Ukiah and no longer exists. EO Hinman commented that in the past, the MCHCD apportionments were substantial as well, which will benefit all of the other independent special districts.

Commissioner Gonzalez:

- Requested clarification of the tax share agreement with Anderson Valley Community Services District. EO Hinman responded that staff meet periodically with the County Auditor-Controller's office and the CEO's office to help support their efforts and are currently waiting for updated mapping to ensure accuracy of parcels within that tax share negotiation are identified.

Vice Chair Ward:

- Upon inquiry, EO Hinman confirmed the MSR/SOI Updates for the Westport County Water District and the Russian River Flood Control District will be brought to public workshop at the April 7 regular Commission meeting; a public hearing will be conducted for the Potter Valley Irrigation District MSR/SOI Update as well.
- Requested further clarification on whether the remaining MSR/SOI updates identified in the FY 2024-25 work plan schedule will be completed before the end of the FY. EO Hinman responded that four MSR/SOI Updates for the Ukiah Valley Water Districts are on hold pending City of Ukiah and Ukiah Valley Water Authority planning efforts; a pre-application submittal from the City of Ukiah is expected in the next couple of weeks. Staff anticipate that Hopland Public Utility District may be eligible for a streamlined SOI review.
- Asked for the estimated total cost of the Mendocino Coast Recreation and Park District (MCRPD) MSR. EO Hinman responded that the funding agreement is currently being initiated with the MCRPD, which has set aside \$20,000-\$25,000 for the MSR study. The SOI update portion will be the responsibility of the Commission and is estimated at \$2,500.
- Inquired if there is sufficient staffing and budget to complete the MCRPD MSR without conducting the other four MSR/SOI Updates. EO Hinman confirmed and noted she has some ideas for further modification of the work plan, which will be discussed first with the Executive Committee.

8. INFORMATION AND REPORT ITEMS

8a) Work Plan, Current and Future Proposals (Video Time 01:07:16)

EO Hinman provided a verbal report on current and future proposals and the Work Plan.

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

Vice Chair Ward:

- Requested clarification on the Redwood Valley County Water District's (RVCWD) proposed annexation into the Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC). Ms. Salomone, General Manager for the RRFC, clarified that it is not a consolidation of the districts, and that RVCWD will continue as-is in its operations. In order to be eligible to enter into a water supply contract, the RVCWD must be within RRFC's LAFCo boundaries in addition to its State Water Resources Control Board licensed place of use. The RRFC is the only entity in Mendocino County that has rights to stored water in Lake Mendocino, which is vital for the agricultural community because it provides for year round diversions through winter storage and re-diversion in the summer. Special districts such as Millview, Calpella, and Willow County Water Districts are within the RRFC boundaries, making them eligible to purchase wholesale water. RVCWD has been at a severe disadvantage, notably in 2021 and 2022, and its agricultural community didn't have a secure supply of water. RVCWD has been purchasing surplus water from the RRFC when it's available, but it's not always available. The RRFC is coordinating with the City of Ukiah staff in this plan.
- Inquired if the moratorium in Redwood Valley would be lifted if annexation is approved. Ms. Salomone responded that the RRFC has no ability to address the moratorium, and the moratorium is on domestic water supply. The RVCWD can have its legal counsel investigate that issue. The RRFC would primarily be providing water supply for the agricultural community, with a health and safety redundancy for domestic water.
- Requested further clarification on the application submittal dates to LAFCo for Anderson Valley Community Services District and RRFC. EO Hinman responded that the applications for both agencies have not yet been submitted to LAFCo.

- Asked what is required to further the activation of latent powers application for the Elk Community Services District. EO Hinman responded that it requires a tax share agreement and noted that the district is still finalizing the purchase of the subject property. Additionally, it will require determining the permitting authority once the land ownership changes from a private system to a public system.
- Inquired whether the public hearing for the Potter Valley Irrigation District MSR/SOI Update should be rescheduled after June to wait for a decision by FERC on Pacific Gas & Electric Company's (PG&E) Potter Valley Project (PVP) decommissioning plan. EO Hinman responded that a one-year follow-up could be recommended by the Commission to see what is decided regarding the decommissioning process for the PVP. Commissioner Horsley commented that the final decommissioning plan for PG&E is expected to be published in July, which will include the Eel-Russian Project Authority (ERPA) for the new facility to continue the diversion. A Memorandum of Understanding (MOU) was recently signed in Sacramento between the regional stakeholders. Commissioner Rodin recommended that the MSR/SOI Update be brought to public hearing as scheduled in April, given that the public workshop was recently held, and the Potter Valley Irrigation District will continue to be a viable agency. EO Hinman noted that the MSR/SOI Update can be revised to include the MOU prior to the public hearing. Vice Chair Ward recommended that staff include a description of the June deadline in the study. Commissioner Horsley commented that she will provide EO Hinman with a copy of the signed MOU for the study.

8b) Correspondence (Video Time 01:22:11)

None

8c) CALAFCO Business and Legislation Report (Video Time 01:22:16)

EO Hinman reported that the California Association of Local Agency Formation Commissions (CALAFCO) has contracted with Pamela Miller as a Special Advisor to the CALAFCO Board.

EO Hinman shared that the CALAFCO Strategic Planning Retreat will be held in Sacramento March 20-21. A CALAFCO Board meeting will take place at the 2025 CALAFCO Staff Workshop, which will be held in Temecula at the end of April, providing an opportunity for EOs and staff to participate in-person in the Board meeting. EO Hinman will provide a thorough update on this at the regular Commission meeting scheduled for May.

8d) Executive Officer's Report (Video Time 01:26:01)

EO Hinman reported the following:

- Reminder that the new start time (9:30 a.m.) for regular meetings of the Commission begins on April 7.
- Staff continue to perform outreach and conduct the nomination process for the notice of vacancy for the Alternate Special District Member seat on the Commission. The deadline is March 14.
- Statements of Economic Interests (Form 700) filings are due to EO Hinman by April 1. EO Hinman will send out a reminder email to the Commission.

Ms. Salomone requested further clarification of the appointment process for the Alternate Special District Member seat. EO Hinman responded that if one person is nominated, that person is automatically appointed. If multiple nominations are received, an election process will be conducted and LAFCo will mail out voting ballots to all the independent special districts within Mendocino County.

8e) Committee Reports (Executive Committee, Policies & Procedures) (Video Time 01:28:06)

EO Hinman will schedule an Executive Committee meeting for March to review the preliminary budget and make recommendation to the Commission as a proposed budget at the regular Commission meeting in April or May.

Vice Chair Ward asked if there was an item that needs further discussion by the Policies & Procedures Committee, requiring a meeting. EO Hinman responded that she will investigate this and follow up with the Commission.

8f) Commissioners Reports, Comments or Questions (Video Time 01:28:57)

None

ADJOURNMENT (Video Time 1:29:08)

There being no further business, the meeting adjourned at 10:25 a.m.

The next regular meeting of the Commission is scheduled for Monday, **April 7, 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 [March 3, 2025](#) YouTube meeting recording. Links to recordings and approved minutes are also available on the [LAFCo website](#).