



## 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

Adam Gaska  
Alternate Special District Member

Vacant  
Alternate Public 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 February 2, 2026*

## FINAL MEETING MINUTES

### Regular Commission Meeting

#### Regular Meeting of Monday, December 1, 2025

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

**1. CALL TO ORDER and ROLL CALL** (Video Time 00:42)

Chair Mulheren called the meeting to order at 9:31 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, Adam Gaska

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

**2. PUBLIC EXPRESSION** (Video Time 01:15)

The Commission received public expression by email from Kyle St. Pierre.

**3. OTHER BUSINESS** (Video Time 01:58)

None

**4. CONSENT CALENDAR** (Video Time 02:01)

**4a) November 3, 2025 Regular Meeting Summary**

The Commission considered the draft November 3, 2025 regular meeting summary for approval. The following comments and questions were made by Commissioner Rodin:

- Recommended that the bullet point be revised to “*preservation* of agricultural lands and open space” on page (pg.) 9 of the agenda packet.
- Recommended that the language be revised to “Russian River Flood Control and Water Conservation Improvement District [RRFC] has submitted an application for annexation of the Redwood Valley County Water District (RVCWD) *service area*” on pg. 8 of the agenda packet.
- Requested clarification on why the RRFC application proposal requires a tax sharing agreement. Executive Officer (EO) Hinman responded that the tax sharing negotiation process is required for every change of organization that LAFCo considers, even if the negotiation results in no exchange of taxes. Resolutions agreeing to no exchange of taxes from both Mendocino County Board of Supervisors and RRFC are required for a complete LAFCo application.

**4b) Approve November Claims & Financial Report**

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

Commissioner Ward:

- Upon inquiry, EO Hinman confirmed that legal costs related to the existing litigation are being tracked separately from other legal expenses.
- Upon further inquiry, Counsel Burch clarified that the legal costs identified under the November claims were document productions under the Public Records Act (PRA) and therefore considered a separate activity from the existing litigation.

Commissioner Rodin:

- Requested clarification on why actuals for intergovernmental revenues are low despite being halfway through the fiscal year. EO Hinman clarified that this accounting sheet only reflects deposits transferred from the County Treasury and that current MUNIS reports from the County are not available, which creates challenges in tracking current revenues.

<b>November 2025 Claims totaling:</b>	<b>\$ 21,978.02</b>
Hinman & Associates Consulting	16,394.62
Marsha Burch Law Office	2,642.50
Streamline	1,627.00
Mendocino County (Televised Meetings and A-2025-05 GIS Services)	679.05
City of Ukiah (UVCC) (Office Space, Postage and Copies)	634.85

**4c) Certificate of Appreciation for Alternate Commissioner Zacharia**

A Certificate of Appreciation was awarded to Alternate Commissioner Zacharia for her service.

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

**5. PUBLIC HEARING ITEMS** (Video Time 10:59)

None

**6. WORKSHOP ITEMS** (Video Time 11:00)

None

**7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION**

**7a) Proposed Amendment to Commissioner Teleconferencing Policy** (Video Time 11:03)

The Commissioner considered proposed amendments to Mendocino LAFCo’s Commissioner Teleconferencing Policy 3.8.1.1 to maintain consistency with Senate Bill (SB) 707. The Policies & Procedures Committee considered draft revisions to the Policy at its November 26, 2025 meeting and recommended amending the Policy as presented in the staff report. Analyst Crump presented the item.

The following comments were made by Commission Rodin:

- Recommended that the language in Policy 3.8.1.1.3 be revised to “A commissioner may ~~only~~ attend a regular meeting via videoconference without the need to comply with the Standard Teleconferencing Procedure requirements to notice and post agenda locations or make such locations accessible to the public, only if the following conditions are satisfied” on pg. 25 of the agenda packet.

- Recommended that the language for condition 5 under Policy 3.8.1.1.3 be revised to “a commissioner who has not attended a regular meeting remotely on the basis of ‘just cause’ more than two times in a calendar year”.

There were no public comments.

<b>Motion:</b> Approve Resolution No. 2025-26-02 amending Policy 3.8.1.1 Commissioner Teleconferencing with modifications to align with legislative changes to the Ralph M. Brown Act and incorporating Commissioner Rodin’s recommended changes.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**7b) Proposed Amendment to Budget Adjustments Policy** (Video Time: 15:25)

The Commission considered proposed amendments to Mendocino LAFCo’s Budget Adjustments Policy 5.1.6. The policy describes the Commission’s authority to adopt and modify annual budgets. The intent of the proposed policy modification is to clarify the circumstances under which the Executive Officer may authorize transfers between budget accounts. The proposed changes include: 1) remove the 5 percent limitation; 2) maintain the \$3,000 cap for movement of funds between budget accounts; 3) clarify no increase of the overall budget; and 4) addition of Chair review and approval. The Policies & Procedures Committee considered draft revisions to the policy at its November 26, 2025 meeting and recommended amending the Budget Adjustments Policy to the Commission for consideration. EO Hinman presented the item.

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

Commissioner Horsley:

- Requested clarification on the frequency that staff need to address the budget in this manner. EO Hinman responded with an estimate of about once per year.

Commissioner Ward:

- Asked what prompted the proposed amendments to the Budget Adjustments Policy. EO Hinman responded that the proposed policy amendments were prompted by the required Streamline Accessibility Document Service add-on fee (\$1,500). Unused funds earmarked for conference registrations could be shifted to pay for the required Streamline service fee; however, although it was less than the \$3,000 cap it exceeded the 5 percent threshold.
- Requested clarification on whether apportionment fees from Mendocino Coast Health Care District (MCHCD) are reflected in the estimated annual revenue for this fiscal year (\$275,000). EO Hinman clarified that LAFCo’s adopted budget for apportionment fees are sent to the County Auditor-Controller’s office who performs calculations based on the State statute. EO Hinman added that MCHCD received an invoice for its calculated apportionment, which is reflected in the estimated annual revenue.

There were no public comments.

<b>Motion:</b> Approve Resolution No. 2025-26-03 amending Policy 5.1.6 Budget Adjustments as presented.		
<b>Motion Maker:</b> Cline	<b>Motion Second:</b> Rodin	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

## 8. INFORMATION AND REPORT ITEMS

### 8a) Work Plan, Current and Future Proposals (Video Time 19:31)

EO Hinman reported that staff received an application from the City of Ukiah to annex a city-owned property at 1 Carousel Lane. The nearly 8-acre property has been pre-zoned Public Facilities and will be the city's new municipal corporation yard. The application materials are posted on the LAFCo website under "Current Applications". Staff have initiated the application referral process to affected agencies.

RRFC's application has been deemed incomplete pending the tax sharing agreement and some additional information needs. It was reported that a lawsuit has been filed against RRFC challenging the Negative Declaration and Notice of Determination. Staff will be tracking this in the processing of the application. There are no updates related to the other open applications.

City of Point Arena is still reviewing the Administrative Draft of the Municipal Service Review (MSR) and Sphere of Influence (SOI) Update. Staff anticipate receiving comments from the City in early 2026.

The Request for Information (RFI) process for the Fire/EMS Studies is being initiated and will be distributed to the fire and emergency services (EMS) agencies in December.

Commissioner Ward:

- Asked who filed the lawsuit against RRFC.
- Inquired about why the tax sharing agreement process for the Elk Community Services District (ECSD) application is facing challenges. EO Hinman responded that she will reach out to the County Auditor-Controller's office and provide an update at the next meeting. EO Hinman further noted that there was a clarification on the proposed map several months ago that was routed to the Auditor-Controller and County Assessor's office.
- Requested clarification on the delay for the City of Point Arena MSR and SOI Update workshop. EO Hinman responded that Point Arena staff are reviewing the administrative draft and additional information requests. EO Hinman further noted that the next workshop hearings will likely be for City of Point Arena and City of Willits.
- Requested information on whether Laytonville County Water District (LCWD) has appointed a new general manager. EO Hinman responded that she will reach out and follow up.

Chair Mulheren:

- Commented that the Anderson Valley Community Services District (AVCSD) tax sharing agreement will likely be brought to the Board of Supervisors on December 18 to dissolve the ad hoc committee. There has been no progress on the tax share negotiation.

Commissioner Cline:

- Inquired upon the timeline to receive comments from fire and EMS service providers for the Fire Study. EO Hinman responded that staff are working with Emily Tecchio on developing one RFI with the intent of obtaining enough information to deliver comprehensive studies for both LAFCo and Ms. Tecchio's needs. EO Hinman further noted that it's a multi-year project that's anticipated to roll into the next fiscal year. Staff will coordinate with Ms. Tecchio to facilitate outreach to the Fire Districts Association and Fire Chiefs Association with the intent of conduct a couple of workshops on potential options for improving efficiencies for the agencies and supporting their needs.
- Upon inquiry, EO Hinman shared that the RFIs will be sent out in December and will provide the agencies with an extended period of time to respond due to the holiday season.

**8b) Correspondence** (Video Time 26:24)

None

**8c) CALAFCO Business and Legislation Report** (Video Time 26:44)

EO Hinman reported that the California Association of Local Agency Formation Commissions (CALAFCO) announced that the next staff workshop is scheduled for Pismo Beach in May of 2026.

**8d) Executive Officer's Report** (Video Time 27:01)

EO Hinman shared that staff continue to respond to additional PRA requests. Staff have also initiated the Alternate Public Member Announcement, which was posted on the LAFCo website and distributed to member agencies and interested parties on LAFCo's email list. The application deadline is January 16, 2026.

EO Hinman is working with the Commission Treasurer to assemble reports and upload the financial documents to the CPA for conducting the 2024-25 audit.

**8e) Committee Reports (Executive Committee, Policies & Procedures)** (Video Time 27:43)

None

**8f) Commissioners Reports, Comments or Questions** (Video Time 28:03)

Chair Mulheren reported that the Mendocino Inland Water Power Commission (MIWPC) presented at a community workshop last week. A recording of the presentation is available on the Board of Supervisor's YouTube page. The presentation includes valuable information about the Potter Valley Project (PVP) and the transition to the new Eel River Russian facility. Commissioner Horsley added that the recording is available on the MIWPC's website, and that the next workshop is anticipated to be scheduled in February of 2026.

Commissioner Ward inquired about which policy establishes the total number of meetings that a Commissioner can be absent from, and whether it applies to Alternate Members. Counsel Burch commented that it does not apply to Alternate Members.

**9. CLOSED SESSION**

**9a) Conference with Legal Counsel – Existing Litigation** (Video Time: 29:31)

Pursuant to GOV Section 54956.9(d)(1) – existing litigation.

Case: *Nui Rising Moon Trust ex rel. Kulle St. Pierre v. City of Ukiah, et al.*

Court: *United States District Court, Northern District of California*

Case No: *3:25-cv-08320-JD*

The meeting adjourned to closed session at 10:00 a.m. and resumed to open session at 10:33 a.m. There were no public comments or reportable action.

**ADJOURNMENT** (Video Time 1:03:03)

There being no further business, the meeting adjourned at 10:33 a.m.

The next regular meeting of the Commission is scheduled for Monday, **January 5, 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 [December 1, 2025](#) YouTube meeting recording. Links to recordings and approved minutes are also available on the [LAFCo website](#).