



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 December 1, 2025

FINAL MEETING MINUTES

Regular Commission Meeting

Regular Meeting of Monday, November 3, 2025

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

1. CALL TO ORDER and ROLL CALL (Video Time 02:05)

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, Adam Gaska

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

2. PUBLIC EXPRESSION (Video Time 02:47)

Lee Howard, resident of Ukiah, shared his concerns regarding the proposed California Environmental Quality Act (CEQA) Negative Declaration included with the annexation application submitted by Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC), which is currently on file with LAFCo (LAFCo File No. A-2025-05).

3. OTHER BUSINESS (Video Time 06:40)

3a) AB 2449 Notifications and Considerations

The Commission considered Commissioner Mahoney's request to participate via videoconference under the "emergency circumstance" per GOV Section 54953(f)(2)(A)(ii) and Mendocino LAFCo Policy 3.8.1.1. There were no objections to Commissioner Mahoney participating in the meeting via videoconference.

4. CONSENT CALENDAR (Video Time 07:18)

4a) September 8, 2025 Regular Meeting Summary

The Commission considered the draft September 8, 2025 regular meeting summary for approval.

4b) Ratify September Claims & Financial Report

Staff recommended that the Commission approve the September 2025 claims and financial report. The following discussion points and questions were made by a member of the Commission:

Commissioner Horsley:

- Requested clarification on whether Mendocino County Geographic Information System (GIS) Services are billed annually on page (pg.) 11 of the agenda packet. Executive Officer (EO) Hinman responded that LAFCo is billed monthly.
- Upon further inquiry, EO Hinman clarified that GIS Services prepares maps for the municipal service review (MSR) studies and prepares assessor parcel number (APN) lists for the LAFCo applications, which the latter will be billed directly to applications in the future. The charge reflected in the September 2025 claims is mapping for the upcoming fire services MSR.
- Requested comments from the Commission about changing the name of the column titled ‘available budget’ to ‘remaining budget’ in the table on pg. 12 of the agenda packet for improved clarity.
- Inquired about the balance due (-\$412.50) on the RRFC Annex RVCWD Pre-Application (P-2025-03) (agenda packet pg. 14). EO Hinman confirmed that the balance was reimbursed to LAFCo with the A-2025-05 application fee submittal and is reflected on the October 2025 claims.

September 2025 Claims totaling:	\$ 17,611.56
Hinman & Associates Consulting	14,954.69
Commissioner Stipends (Mahoney and Zacharia)	158.80
Marsha Burch Law Office	1,395.00
Streamline	115.00
Mendocino County (Televised Meetings and GIS Services)	661.28
City of Ukiah (UVCC) (Office Space, Postage and Copies)	326.79

4c) Approve October Claims & Financial Report

Staff recommended that the Commission approve the October 2025 claims and financial report. The following discussion points and questions were made by a member of the Commission:

Commissioner Ward:

- Requested clarification on the change in the office rent amount between September and October claims. EO Hinman explained that the variation in monthly rent changes reflect retroactive charges from the first six months of 2025, which were not charged due to a billing system error. The current rent is \$680 per month.

October 2025 Claims totaling:	\$ 23,090.26
Hinman & Associates Consulting	16,871.21
CSDA	1,398.00
Marsha Burch Law Office	1,800.00
Streamline	115.00
City of Ukiah (UVCC) (Office Space, A-2025-05 Copy, Postage and Copies)	727.85
Mari Rodin (Travel and Lodging [CALAFCO Conference])	499.84
Gerardo Gonzalez (Travel and Lodging [CALAFCO Conference])	250.25
Madeline Cline (Travel and Lodging [CALAFCO Conference])	1,428.11

4d) Ratify Legislative Letter of Support for Governor Signature on SB 858 (Senate Omnibus Bills)

Staff recommended that the Commission ratify the legislative support letter for Senate Bill (SB) 858, the annual Local Government Omnibus Act of 2025. The letter calls out support from LAFCo for the provisions that correct cross references in the Cortese-Knox-Hertzberg (CKH) Act as a requested component of the bill. The following question was asked by a member of the Commission:

Commissioner Ward:

- Requested background information on the purpose of the legislative letter of support. EO Hinman clarified that the California Association of Local Agency Formation Commissions (CALAFCO) requested that a letter of support, in addition to the SB 858 letter that was brought to the Commission at the September meeting, is provided before the bill is routed for the Governor’s signature.

4e) Ratify Administrative Approval of the Outside Agency Service Agreement with the City of Fort Bragg to Extend Sewer Services to APN 020-480-18 (LAFCo File No. O-2025-04)

Staff recommended that the Commission ratify the outside agency services agreement approved administratively by the EO under Policy 12.2.5, authorizing the City of Fort Bragg to provide a new public sewer service to an existing single-family residence at 31250 Cedar Street, Fort Bragg (APN 020-480-18) to address a public health threat resulting from a failing septic system.

Commissioner Ward:

- Upon inquiry, EO Hinman responded that a deposit of \$1,000 was submitted with the application.
- Requested clarification on next steps if no annexation is forthcoming in the future. EO Hinman noted the condition of approval that requires a consent to annex form be signed and notarized by the property owner is recorded with the Mendocino County Recorder’s Office and runs in perpetuity with the property. The consent precludes current or future property owners from protesting annexation when the City of Fort Bragg is ready to proceed.
- Inquired upon the likelihood of only one property being annexed. EO Hinman responded that it would likely be included in a larger annexation area proposal.

Commissioner Rodin:

- Inquired upon the use of the property immediately east of the subject property and within Fort Bragg city limits (agenda packet pg. 59). EO Hinman responded that the property is the location of the city’s water treatment facilities.

Commissioner Horsley:

- Asked if there are any time requirements for annexation for the outside agency service agreements. EO Hinman confirmed that there is currently no time requirement for annexation.

The following comment was provided by Al Weaver, the property owner and applicant, on Item 4e:

- Noted that it has been a process to move his septic system and hopes that he can continue his project.

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

5. PUBLIC HEARING ITEMS (Video Time 18:29)

None

6. WORKSHOP ITEMS (Video Time 18:32)

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) New Brown Act Updates Under SB 707 (Video Time 18:34)

The Commission received a report from Counsel Burch on key updates to the Brown Act under SB 707 signed into law by Governor Newsom on October 3, 2025. The following key updates are applicable to LAFCo:

- Revised teleconferencing rule permitting remote participation by members for just cause (i.e., illness, caregiving, childcare) for up to two meetings per year or emergency circumstance with no set limit per year (i.e., sudden event related to illness or transportation).
- Upon appointment, every new commissioner is required to receive a copy of the Brown Act.
- The sunset has been removed on limited social media interactions related to agency activities. Counsel Burch recommended that Commissioners be thoughtful about limited interactions with one another on social media to avoid being considered deliberation.
- Public notice requirements for special or emergency meetings have been standardized throughout the Brown Act for all agencies. Remote participation is allowed at special meetings.
- Two updates will remain unchanged for LAFCo, including: (1) public meetings are required to be held in person; and (2) An in-person quorum must be established.

All the requirements will go into effect in January 2026. It is recommended that staff review the policies and bring forward any recommended amendments to bring LAFCo's existing policies into line with the new Brown Act updates.

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

Commissioner Ward:

- Inquired whether the existing commissioners will receive a copy of the Brown Act. Counsel Burch responded that it's a requirement for new commissioners and is intended to be included as part of their onboarding and orientation packet.
- Shared concern on whether the Brown Act updates will affect smaller districts, particularly increasing financial costs. Counsel Burch confirmed that it will apply to all special districts meeting the criteria set forth in the legislation, further clarifying that large special districts with a budget of over one million dollars will be subject to additional requirements.
- Recommended that a copy of Brown Act or a summary of how it applies to social media activities be provided to the Commissioners.
- Inquired about the current members of the Policy & Procedures Committee. EO Hinman responded that the Policy & Procedures Committee meeting will be scheduled for later in November, with the intent to bring policy updates to the Commission at its regular meeting in December so it can be in place in January of 2026.

Commissioner Horsley:

- Requested a link to the electronic version of the latest Brown Act with the Commission.

This item was informational; no formal action was taken. There were no public comments.

7b) Streamline's Accessibility Document Service Proposal (Video Time: 29:53)

The Commission considered a proposal from LAFCo's website hosting service provider, Streamline, regarding a new add-on service to provide document accessibility support to meet new Americans with Disabilities Act (ADA) accessibility standards, Department of Justice (DOJ), and State of California. The new accessibility requirements go into effect in the first quarter of 2026, and the DOJ will be conducting compliance enforcement in 2027. The proposed add-on service is \$126 per month and will necessitate a budget adjustment of \$1,500 to Account 5700 Internet & Website Costs. Staff recommended approval and direction to staff to bring forward a budget amendment at the next scheduled meeting. The following discussion points and questions were made by members of the Commission:

Commissioner Ward:

- Upon inquiry, EO Hinman clarified that she brought this to the attention of the California Special Districts Association (CSDA) representative last month, highlighting the financial difficulty for small special districts to meet those transparency standards.
- Upon further inquiry, EO Hinman noted the absence of alternative options that provide such comprehensive service at this time. In the future, there could be a software update providing this service through Adobe.
- Asked if it's LAFCo's responsibility to notify the small special districts that they can file a hardship waiver. EO Hinman responded that staff share this information with special districts during the MSR process.
- Commented that it would be favorable to prepare a memo for the special districts stating that a hardship waiver can be filed.

Commissioner Horsley:

- Asked if the new ADA requirements for document access apply to all special districts, even if they have a small customer base. EO Hinman noted the provision for agencies to adopt a hardship resolution for financial reasons stating they cannot afford to maintain a website.

Commissioner Gonzalez:

- Commented that there will eventually be more competitors offering document accessibility services, which can be explored in the future, and that the additional cost is preferable over potential legal actions.

There were no public comments.

Motion: Approve the proposal and authorize the Chair to sign the Accessibility Document Service Proposal; and direct staff to bring forward a budget amendment to cover the additional cost of the new services.		
Motion Maker: Gonzalez	Motion Second: Horsley	Outcome: Passed unanimously
Roll Call Vote: (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

8. INFORMATION AND REPORT ITEMS

8a) Work Plan, Current and Future Proposals (Video Time 38:28)

EO Hinman reported that an administrative review of an extension of sewer service from the City of Fort Bragg to a single-family residence with a failing septic system has been processed.

RRFC has submitted an application for annexation of the Redwood Valley County Water District (RVCWD) service area. Staff have routed the application for agency comments and to the Mendocino County offices to initiate the tax share process. In addition, it was noted that during the public hearing process for adoption of resolution of the application that was done by the RRFC Board, LAFCo provided comment on their Negative Declaration as a Responsible Agency during the process. The CEQA document is part of the application materials and will be reviewed by Staff and considered by the Commission as part of the processing of the proposal.

Anderson Valley Community Services District (AVCSD) and Elk Community Services District (ECSD) applications are still on hold, pending the adoption of a tax share agreement. EO Hinman corresponded with the Auditor-Controller's Office several weeks ago and the office is working on the tax share agreement with ECSD.

Staff continue to work through the administrative drafts for the City of Willits and Mendocino Coast Recreation and Park District (MCRPD) as part of the Work Plan. Staff anticipate receiving comments in November from the City of Point Arena on its administrative draft MSR and Sphere of Influence (SOI) Update.

Distribution of information requests to fire and emergency services (EMS) agencies are being prioritized in the next couple of weeks.

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

Commissioner Ward:

- Requested clarification on why the City of Ukiah didn't include the city-owned corporate yard in the previous applications for annexations. EO Hinman responded that the corporate yard is a new acquisition by the City.

8b) Correspondence (Video Time 45:53)

EO Hinman reported that a letter of resignation was received from Alternate Public Member Commissioner Zacharia. Staff will initiate the process for an Alternate Public Member soon. The following question was provided by a member of the Commission:

Commissioner Cline:

- Requested clarification on the process for selecting an Alternate Public Member. EO Hinman shared that a notice of vacancy is published and an application is posted on the LAFCo website with a deadline period. The Commission will consider applicants at a future meeting.

8c) CALAFCO Business and Legislation Report (Video Time 44:42)

EO Hinman reported that the CALAFCO annual conference was attended by three commissioners and herself. Two CALAFCO board members were elected to represent the Northern Region: Kevin Goss, Vice Chair/County Member from Plumas LAFCo, and Ricki Heck, Special District Member for Nevada LAFCo. The following discussion points and comments were provided by members of the Commission:

Commissioner Cline:

- Shared that attending the conference was a good learning experience to see how other LAFCOs operate.

Commissioner Gonzalez:

- Shared that he enjoyed the LAFCo 101 seminar as it was a fun refresher.

Commissioner Rodin:

- Shared that she attended the Agriculture Lands session and that the Ukiah Valley and the City of Ukiah is ahead of the game in recognizing the importance of preservation of agricultural lands and open space.

8d) Executive Officer's Report (Video Time 47:02)

EO Hinman reported that staff have been busy responding to multiple Public Records Act (PRA) requests and Counsel Burch has provided assistance with the process. EO Hinman shared that she participated in an interview with Western Cities Magazine which is developing an article about the Western Hills annexation.

Staff are initiating the outreach process for the Alternate Public Member seat. The Commissioners will receive the notice of vacancy; EO Hinman recommends that the Commissioners encourage people to apply through the LAFCo website.

EO Hinman reported that the CALAFCO Bylaws were adopted during the annual business meeting. There will be follow-up amendments to the bylaws in the upcoming year. The following question was provided by a member of the Commission:

Commissioner Ward:

- Upon inquiry, EO Hinman confirmed that the PRA request costs are being tracked separately.

8e) Committee Reports (Executive Committee, Policies & Procedures) (Video Time 48:50)

None

8f) Commissioners Reports, Comments or Questions (Video Time 49:03)

Commissioner Ward inquired upon whether the Mendocino Coast Health Care District (MCHCD) has begun paying apportionment fees. EO Hinman confirmed that MCHCD was included in the invoicing by the Auditor-Controller.

9. CLOSED SESSION

9a) Conference with Legal Counsel – Anticipated Litigation (Video Time: 49:50)

Pursuant to GOV Section 54956.9(d)(2) – anticipated litigation: significant exposure to litigation – one case.

The meeting adjourned to closed session at 10:17 a.m. and resumed to open session at 10:47 a.m. There were no public comments or reportable action.

ADJOURNMENT (Video Time 1:19:18)

There being no further business, the meeting adjourned at 10:47 a.m.

The next regular meeting of the Commission is scheduled for Monday, **December 1, 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 [November 3, 2025](#) YouTube meeting recording. Links to recordings and approved minutes are also available on the [LAFCo website](#).