



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

Adam Gaska
Alternate Special District Member

John Haschak
Alternate County Member

Vacant
Alternate Public Member

STAFF

Executive Officer
Uma Hinman

Senior Analyst
Larkyn Feiler

Clerk/Analyst
Jennifer Crump

Counsel
Marsha Burch

REGULAR MEETINGS

First Monday of each month
at 9:30 AM in the
Mendocino County Board of
Supervisors Chambers
501 Low Gap Road, Ukiah

AGENDA

Regular Commission Meeting

Monday, December 1, 2025 at 9:30 a.m.

Location

**Mendocino County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, CA 95482**

Hybrid Meeting

The Mendocino LAFCo will conduct this meeting in a hybrid format to accommodate both in-person and remote (video or telephone) participation by the public and staff pursuant to GOV 54953. Unless approved under the provisions of AB 2449, Commissioners will attend in-person at the meeting location identified above. The hybrid meeting can be accessed by the public in person, or remotely as described in the Instructions for Remote Participation Option, below.

Instructions for Remote Participation Option

Join Meeting Live: Please click the following Zoom link below to join the meeting or utilize the telephone option for audio only.

- Zoom meeting link:
<https://us02web.zoom.us/j/84661293203?pwd=ayLBTPyctaNgfFC0oZznNWaBKxPECW.1>
- Telephone option (audio only):
Dial: **(669) 900-6683** (Please note that this is not a toll-free number)
Meeting ID: **846 6129 3203**

Public Participation is encouraged and public comments are accepted:

- Live: via the Zoom meeting link or telephone option above
- Via Email: eo@mendolafco.org by 9:00 a.m. the day of the meeting
- Via Mail: Mendocino LAFCo, 200 S School Street, Ukiah, CA 95482

Meeting Participation

To provide comments, please use the raise hand function in Zoom.

- For those accessing from a computer, tablet, or smartphone, the raise hand function may be selected by clicking or tapping it from the reactions options. When joining the Zoom meeting, please enter your name so that you can be identified to speak.
- For those utilizing the telephone option (audio only), please use the raise hand feature by pressing ***9** on your keypad to raise your hand, and ***6** to unmute yourself. When it is your turn to speak, you will be called on by the last four digits of your phone number, if available, and asked to identify yourself for the record.

All comments received will be conveyed to the Commission for consideration during the meeting. All meetings are live-streamed, recorded and available through the link below.

Live web streaming and recordings of Regular Commission meetings are available via the [Mendocino County YouTube Channel](#). Links to recordings, approved minutes, and meeting documents are available on the [LAFCo website](#).

1. CALL TO ORDER and ROLL CALL

2. PUBLIC EXPRESSION

The Commission welcomes participation in the LAFCo meeting. Any person may address the Commission on any subject within the jurisdiction of LAFCo which is not on the agenda. There is a three-minute limit and no action will be taken at this meeting. See public participation information above.

3. OTHER BUSINESS

None

4. CONSENT CALENDAR

The following consent items are expected to be routine and non-controversial and will be acted on by the Commission in a single action without discussion, unless a request is made by a commissioner or a member of the public for discussion or separate action.

4a) November 3, 2025 Regular Meeting Summary

4b) Approve November Claims & Financial Report

4c) Certificate of Appreciation for Alternate Commissioner Zacharia

5. PUBLIC HEARING ITEMS

None

6. WORKSHOP ITEMS

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) Proposed Amendment to Commissioner Teleconferencing Policy

The Commission will consider proposed amendments to Mendocino LAFCo's Commissioner Teleconferencing policy 8.1.1 to maintain consistency with Senate Bill (SB) 707. RECOMMENDATION: Approve Resolution No. 2025-26-02 amending Policy 8.1.1 *Commissioner Teleconferencing* to align with legislative changes to the Ralph M. Brown Act.

7b) Proposed Amendment to Budget Adjustments Policy

The Commission will consider proposed amendments to Mendocino LAFCo's Budget Adjustments policy to clarify provisions for minor budget amendments under specific circumstances. RECOMMENDATION: Approve Resolution No. 2025-26-03 amending Policy 5.1.6 *Budget Adjustments*.

8. INFORMATION AND REPORT ITEMS

The following informational items are reports on current LAFCo activities, communications, studies, legislation, and special projects. General direction to staff for future action may be provided by the Commission. No immediate action will be taken on any of the following items.

8a) Work Plan, Current and Future Proposals (Written)

8b) Correspondence (Copies provided upon request)

8c) CALAFCO Business and Legislative Report

8d) Executive Officer's Report (Verbal)

8e) Committee Reports (Executive Committee, Policies & Procedures) (Verbal)

8f) Commissioner Reports, Comments or Questions (Verbal)

9. CLOSED SESSION

9a) Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code §54956.9(d)(1) – existing litigation.

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

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

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

ADJOURNMENT

The next Regular Commission Meeting is scheduled for Monday, **January 5, 2026** at **9:30 AM** in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah.

The QR code below is a direct link to the online agenda and meeting materials:



Notice: This agenda has been posted at least 72 hours prior to the meeting and in accordance with the Brown Act Guidelines and GOV 54953, including rules for teleconferencing.

Participation on LAFCo Matters: All persons are invited to testify and submit written comments to the Commission on public hearing items. Any challenge to a LAFCo action in Court may be limited to issues raised at a public hearing or submitted as written comments prior to the close of the public hearing.

Americans with Disabilities Act (ADA) Compliance: Commission meetings are held via a hybrid model – the in-person option held in a wheelchair accessible facility and also by teleconference. Individuals requiring special accommodations to participate in this meeting are requested to contact the LAFCo office at (707) 463-4470 or by e-mail to eo@mendolafco.org. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting. If attending by teleconference, if you are hearing impaired or otherwise would have difficulty participating, please contact the LAFCo office as soon as possible so that special arrangements can be made for participation, if reasonably feasible.

Fair Political Practice Commission (FPPC) Notice - Campaign Contribution Disclosure: If you are an applicant or agent of an applicant on a matter to be heard by the Commission and if you have made campaign contributions totaling \$500 or more to any Commissioner in the past 12 months, Government Code Section 84308 requires that you disclose the fact, either orally or in writing, for the official record of the proceedings.



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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

AGENDA ITEM NO. 4a

DRAFT 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). 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 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.

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STAFF REPORT

Agenda Item No. 4b	
MEETING DATE	December 1, 2025
MEETING BODY	Mendocino Local Agency Formation Commission
FROM	Uma Hinman, Executive Officer
SUBJECT	Claims and Financial Report

RECOMMENDED ACTION

Approve the November 2025 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 14,297.00	\$ 16,394.62
	5601 Office Supplies (QB)	\$ 115.00	
	5700 Internet (Comcast)	\$ 99.12	
	6200 Bookkeeping	\$ 440.00	
	7001 Countywide Fire/EMS Studies	\$ 499.50	
	8033 P-2025-01 City of Ukiah Reorg Pre-App	\$ 417.00	
	8036 O-2025-04 Fort Bragg OASA Weaver	\$ 247.50	
	8037 A-2025-05 RRFC Annex RVCWD	\$ 279.50	
Marsha Burch	6300 Legal Counsel (General)	\$ 1,845.00	\$ 2,642.50
	6300 Legal Counsel (Litigation)	\$ 797.50	
Streamline	5700 Website Hosting	\$ 115.00	\$ 1,627.00
	5700 Website Hosting (ADA add-on)	\$ 1,512.00	
Mendocino County IS	6000 Televised Meetings		\$ 679.05
	8037 A-2025-05 GIS Services	\$ 679.05	
City of Ukiah (UVCC)	5500 Office Space	\$ 608.81	\$ 634.85
	5600 Postage and copies	\$ 26.04	
Total Claims			\$ 21,978.02

Deposits: \$5,500 (Ukiah, A-2025-06)

Transfers: None

ATTACHMENTS

- (1) Statement of Revenue & Expenses – Budget vs Actual
- (2) Financial Tracking for Applications & Special Projects
- (3) Invoices: Hinman & Associates Consulting, Marsha Burch Law Office

Please note that copies of all invoices, bank statements, reconciliation reports, and petty cash register were forwarded to the Treasurer.

Attachment 1

Statement of Revenue and Expenses Budget vs. Actual Fiscal Year: 2026 Through Period: 5

December 1, 2025

Account	Description	Budget			Actuals	Remaining Budget	% of Budget
		Adopted	Adjustments	Revised			
REVENUE							
	<i>Use of Cash Balance</i>	35,500.00		35,500.00	35,000.00		
Intergovernmental Revenues							
4000	County of Mendocino	91,666.66	-	91,666.66		-	0.0%
4000	Cities of Mendocino County	91,666.67	-	91,666.67		-	0.0%
4000	Independent Special Districts	91,666.67	-	91,666.67	8,032.56	-	8.8%
Total Intergovernmental Revenues		275,000.00	-	275,000.00	8,032.56	-	2.9%
Charges for Services (Fees and Reimbursements)							
4100	Charges for Services	15,000.00	-	15,000.00	1,710.50	13,289.50	11.4%
Total Charges for Services		15,000.00	-	15,000.00	1,710.50	13,289.50	11.4%
Miscellaneous Revenue							
4800	Miscellaneous Revenue	-	-	-	-		
4910	Interest	3,000.00	-	3,000.00	441.36	2,558.64	14.7%
Total Miscellaneous Revenue		3,000.00	-	3,000.00	441.36	2,558.64	14.7%
TOTAL REVENUE		328,500.00	-	328,500.00	45,184.42	15,848.14	13.8%
EXPENDITURES							
Basic Services (Staffing)							
5300	Basic Services	155,000.00	-	155,000.00	55,369.50	99,630.50	35.7%
Total Basic Services		155,000.00	-	155,000.00	55,369.50	99,630.50	35.7%
Services and Supplies							
5500	Rent	8,500.00		8,500.00	3,188.02	4,899.98	37.5%
5500	Rent (Board Chambers)			-	412.00		
5600	Office Expenses	4,000.00		4,000.00	839.46	3,160.54	21.0%
5700	Internet & Website	3,000.00		3,000.00	2,598.77	401.23	86.6%
5900	Publication and Legal Notices	2,000.00		2,000.00	-	2,000.00	0.0%
6000	Televising Meetings	2,000.00		2,000.00	296.77	1,703.23	14.8%
6100	Audit Services	4,500.00		4,500.00	2,255.00	2,245.00	50.1%
6200	Bookkeeping	5,500.00		5,500.00	2,200.00	3,300.00	40.0%
6300	Legal Counsel	15,000.00		15,000.00	8,177.50	6,822.50	54.5%
6400	A-87 Costs County Services	6,000.00		6,000.00	-	6,000.00	0.0%
6500	Insurance - General Liability	3,200.00		3,200.00	3,244.32	(44.32)	101.4%
6600	Memberships (CALAFCO/CSDA)	4,000.00		4,000.00	4,063.00	(63.00)	101.6%
6670	GIS Contract (County)	2,500.00		2,500.00	1,083.97	1,416.03	43.4%
6740	In-County Travel & Stipends	2,300.00		2,300.00	316.76	1,983.24	13.8%
6750	Travel & Lodging Expense	6,000.00		6,000.00	5,059.36	940.64	84.3%
6800	Conferences (Registrations)	5,000.00		5,000.00	2,800.00	2,200.00	56.0%
7000	Work Plan (MSR/SOI)	100,000.00		100,000.00	17,484.00	82,516.00	17.5%
9000	Misc Expenses (bank fees)	-		-	25.00	(25.00)	0.0%
Total Services and Supplies		173,500.00	-	173,500.00	54,043.93	119,456.07	31.1%
TOTAL EXPENDITURES		328,500.00	-	328,500.00	109,413.43	219,086.57	33.3%
Beginning Fund Balance					221,803.14		
Total Revenues		328,500.00		328,500.00	45,184.42		13.8%
Total Expenditures		328,500.00	-	328,500.00	109,413.43		33.3%
Net Surplus/(Deficit)		-	-	-	(64,229.01)		
Current Available Fund Balance					157,574.13		

Attachment 2

Tracking for Applications and Special Projects (Reimbursable) Comprehensive

December 1, 2025

Account	Description	Deposits	Actuals (Expense)	Contractor (Expense)	Other Fees (Expense)	Service Fee Revenue	Remaining Deposits Held
Applications							
8028	Elk CSD Activation of Latent Powers (L-2022-01)	5,000.00	(4,926.75)	(3,684.75)		1,242.00	73.25
8031	AVCSD Annexation of SOI (A-2023-01)	6,000.00	(5,399.00)	(3,382.75)		2,016.25	601.00
8032	Fort Bragg Pre-Application (P-2023-02)	2,500.00	(1,615.00)	(1,111.00)		504.00	885.00
8033	City of Ukiah Reorganization Pre-Application (P-2025-01)	20,000.00	(6,475.00)	(4,378.00)		2,097.00	13,525.00
8034	City of Fort Bragg OAS Internet Services (O-2025-02)	2,500.00	(2,362.50)	(1,687.50)		675.00	-
8035	RRFC Annex RVCWD Pre-Application (P-2025-03)	2,412.50	(2,412.50)	(1,972.50)	(400.00)	440.00	-
8036	Fort Bragg OASA Sewer to Weaver (O-2025-04)	1,000.00	(1,000.00)	(440.00)		560.00	-
8037	RRFC Annex RVCWD (A-2025-05)	6,000.00	(2,367.40)	(1,078.50)	(793.65)	1,288.90	3,632.60
8038	City of Ukiah Corporation Yard Annexation (A-2025-06)	5,500.00	-	-			
Total Applications		50,912.50	(26,558.15)	(17,735.00)	(1,193.65)	8,823.15	18,716.85
Special Projects							
7003	Mendocino Coast Recreation and Park District MSR Update	20,000.00	(11,895.00)	(11,895.00)		-	8,105.00
Total Special Projects		20,000.00	(11,895.00)	(11,895.00)		-	8,105.00
Total Revenue					(1,193.65)	8,823.15	
Total Expenditures				(29,630.00)			
Total Remaining Deposits Held in Account							26,821.85

MENDOCINO LAFCO FY 2025-26 BUDGET TRACKING

BUDGET SUMMARY	2025-26 Budget	July	August	September	October	November	Totals To Date	% Expended
Starting Balance (Checking + Treasury)	143,108.15	112,231.45	88,411.50	65,867.62	99,022.58	82,544.56		
Total Revenue	293,000.00	1,962.09	2,304.27	1,131.25	46,922.10	2,060.30	54,380.01	
Total Expenses	-	32,261.32	21,685.42	17,616.56	23,095.26	21,983.02	109,413.43	
Projected End Balance (Checking + Treasury)	436,108.15	81,932.22	69,030.35	49,382.31	77,849.42	62,621.84		
FUND BALANCES	Beginning Balance							
Treasury (apportionments held in Treasury, transferred to Checking for claims)	37,201.98	37,201.98	37,201.98	37,201.98	35,489.54	35,489.54		
Checking Account (Bank Statement)	105,906.17	75,029.47	51,209.52	28,665.64	63,533.04	47,055.02		
Reserves (Bank Statement)	133,911.31	135,059.16	134,197.63	134,344.84	134,477.64	134,650.00		

Account #	REVENUE							
4000	LAFco Apportionments Fees (Transfer from Treasury to Checking for claims)	275,000.00				45,000.00		45,000.00
4100	Fees and Reimbursements							-
4800	Miscellaneous							-
4910	Interest	3,000.00	151.59	141.02	148.75			441.36
8000	Applications							
4150	Service Fee Revenue	15,000.00	75.00	390.25	239.50	568.50	437.25	1,710.50
80XX	Contract Staff		1,735.50	1,773.00	743.00	1,353.60	1,623.05	7,228.15
TOTAL		\$ 293,000.00	\$ 1,962.09	\$ 2,304.27	\$ 1,131.25	\$ 46,922.10	\$ 2,060.30	\$ 54,380.01

Account #	EXPENSES							
OPERATIONS								
5300	Basic Services	155,000.00	12,722.50	8,505.00	10,543.50	9,301.50	14,297.00	55,369.50 36%
5500	Rent	8,500.00	719.05	924.56	326.79	608.81	608.81	3,188.02 36%
5500	Rent (Board Chambers)		412.00					412.00
5600	Office Expenses	4,000.00	292.70	81.18	143.07	181.47	141.04	839.46 21%
5700	Internet & Website	3,000.00	230.29	214.12	214.12	214.12	1,726.12	2,598.77 87%
5900	Publication and Legal Notices	2,000.00						- 0%
6000	Televising Meetings	2,000.00		138.49	158.28			296.77 15%
6100	Audit Services	4,500.00	2,255.00					2,255.00 50%
6200	Bookkeeping	5,500.00	440.00	440.00	440.00	440.00	440.00	2,200.00 40%
6300	Legal Counsel	15,000.00	1,282.50	1,282.50	1,170.00	1,800.00	2,642.50	8,177.50 55%
6400	A-87 Costs County Services	6,000.00						- 0%
6500	Insurance - General Liability	3,200.00	3,244.32					3,244.32 101%
6600	Memberships (CALAFCO/CSDA)	4,000.00	2,665.00			1,398.00		4,063.00 102%
6670	GIS Contract (County)	2,500.00		580.97	503.00			1,083.97 43%
6740	In-County Travel & Stipends	2,300.00	157.96		158.80			316.76 14%
6750	Travel & Lodging Expense	6,000.00		281.60		4,777.76		5,059.36 84%
6800	Conferences (Registrations)	5,000.00				2,800.00		2,800.00 56%
7000	Work Plan (MSR/SOI)	100,000.00	6,099.50	7,459.00	3,211.00	215.00	499.50	17,484.00 17%
9000	Misc Expenses (bank fees)	-	5.00	5.00	5.00	5.00		25.00
TOTAL		328,500.00	30,525.82	19,912.42	16,873.56	21,741.66	20,359.97	109,413.43 33%

8000	APPLICATIONS & SPECIAL PROJECTS	Deposits TD					Deposit Remaining	
8028	Elk CSD Activation of Latent Powers (L-2022-01)	5,000.00			410.00		4,926.75 73.25	
8031	AVCSD Annexation of SOI (A-2023-01)	6,000.00					5,399.00 601.00	
8032	Fort Bragg Pre-Application Request (P-2023-02)	2,500.00					1,615.00 885.00	
8033	City of Ukiah Reorganization Pre-Application (P-2025-01)	20,000.00		706.25	347.50	615.00	6,475.00 13,525.00	
8034	City of Fort Bragg OAS Internet (O-2025-02)	2,500.00	240.00				2,362.50 \$137.50 refunded	
8035	RRFC Annex RVCWD Pre-Application (P-2025-03)	2,412.50	427.50	640.00	225.00		2,412.50 -	
8036	Weaver/City of Fort Bragg OAS Sewer (O-2025-04)	1,000.00				640.00	360.00 1,000.00 -	
8037	RRFC Annex RVCWD (A-2025-05)	6,000.00				1,282.10	1,085.30 2,367.40 3,632.60	
8038	City of Ukiah Corporation Yard Annexation (A-2025-06)	5,500.00					- 5,500.00	
7003	Mendocino Coast Recreation and Park District MSR Update	20,000.00	1,143.00	817.00			11,895.00 8,105.00	
		70,912.50	1,810.50	2,163.25	982.50	1,922.10	2,060.30	38,453.15
	Applications Less Service Fees Subtotal		1,735.50	1,773.00	743.00	1,353.60	1,623.05	7,228.15
	Service Fees Subtotal		75.00	390.25	239.50	568.50	437.25	1,710.50
TOTAL			1,810.50	2,163.25	982.50	1,922.10	2,060.30	8,938.65

EXPENSES TOTAL		32,336.32	22,075.67	17,856.06	23,663.76	22,420.27	118,352.08
MONTHLY CLAIMS TOTAL (not including service fees and bank fees)		32,256.32	21,680.42	17,611.56	23,090.26	21,978.02	



Attachment 3

Hinman & Associates Consulting

PO Box 1251 | Cedar Ridge, CA 95924
(916) 813-0818 | uhinman@comcast.net

Date	November 24, 2025	Invoice No.	913
To	Mendocino LAFCo	Invoice Total	\$ 16,394.62
Project	Executive Officer Services		
Work Period	October 26 - November 23, 2025		

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Executive Officer	Analyst	Analyst/Clerk		
		\$110	\$86	\$82		
5300	Basic Services	90.50	6.00	34.50		\$ 14,297.00
	Public Records Act Requests	7.50	2.00			
5601	Office Supplies					
	Quickbooks Online fees				\$ 115.00	\$ 115.00
5700	Internet & Website Costs (Comcast)				\$ 99.12	\$ 99.12
6200	Bookkeeping	4.00				\$ 440.00
6750	Travel & Lodging Expense					\$ -
6800	Conferences (Registrations)					\$ -
7001	Countywide Fire/EMS MSR/SOI Updates	1.00		4.75		\$ 499.50
8033	City of Ukiah Pre-Application P-2025-01	1.50	1.50	1.50		\$ 417.00
8036	Weaver/Fort Bragg OAS O-2025-04	2.25				\$ 247.50
8037	RRFC Annexation of RVCWD A-2025-05		3.25			\$ 279.50
Totals		\$ 11,742.50	\$ 1,096.50	\$ 3,341.50	\$ 214.12	\$ 16,394.62

5300 Basic Services

Administrative tasks, file research and maintenance of official records and files. Respond to public inquiries and research requests. Prepare and process October and November claims. Prepare agenda packet and participate in November 3 Commission meeting. Prepared November 3 Commission meeting minutes. Scheduling and preparing for November 26 Policies & Procedures Committee meeting. Website updates. Coordination meetings with Legal Counsel and staff. Updates to LAFCo application processing flowcharts. Coordination with Legal Counsel regarding numerous Public Records Act requests; review files and emails and pull together requested documents.

6200 Bookkeeping

Entered claims into Quickbooks and prepared checks. Reconciled Quickbooks.

7001 Work Plan - Fire/EMS Agencies (Sphere of Influence Updates, Municipal Service Reviews)

Coordination with Fire District Association Coordinator and County CEO. Development of Request for Information and cover letter in preparation for distribution.

8033 City of Ukiah Pre-Application for Reorganization (P-2025-01)

Coordination meetings with City staff.

8036 Weaver/Fort Bragg OASA for Sewer Service (O-2025-04)

Prepare Commission staff report for ratification of EO approval; finalize file and coordinate with applicant and City.

8037 RRFC Annex RVCWD Application (A-2025-05)

Received application submittal and review for required components. Prepare and distribute Agency Referral and Notice of Filing to initiate the tax share negotiation process.

COMCAST BUSINESS

Mendocino Lafco

Account number
8155 30 052 0354952

For service at:
200 S SCHOOL ST STE K
UKIAH CA 95482-4828

Thanks for choosing Comcast Business

Need help?
Visit business.comcast.com/help or
call 1-800-391-3000

Ready to pay?
Visit business.comcast.com/myaccount

Your monthly account summary

Previous balance	99.12
Credit Card Payment Nov 04, 2025	-99.12 cr
New charges	
Comcast Business services	96.90
Taxes and fees	2.22

Amount due **\$99.12**
Payment due Dec 04, 2025

Manage your services online
Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit business.comcast.com/myaccount.

Service updates
See the "additional information" section for upcoming service updates.

COMCAST BUSINESS

9401 E PANORAMA CIR CENTENNIAL CO 80112-3403
8633 0500 DY RP 09 11102025 NNNNNNNN 01 999536

MENDOCINO LAFCO
ATTN UMA HINMAN
200 S SCHOOL ST STE K
UKIAH, CA 95482-4828

Account number **8155 30 052 0354952**
Automatic payment due **Dec 04, 2025**
Please pay **\$99.12**
Credit Card Payment To Be Applied 12/04/25

COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533



Intuit Inc.
 2800 E. Commerce Center Place
 Tucson, AZ 85706

Invoice

Invoice number: 10001444280174
Total: \$115.00
Date: Nov 19, 2025
Payment method: VISA ending [REDACTED]
Payment authorization code: 683821

Bill to

Executive Officer
 Mendocino LAFCo
 200 S School St
 Ukiah, CA 95482-4828
 US
 Address may be standardized for tax purposes
Company ID: 123145824398352

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$115.00	\$115.00
Sales tax - Exempt:			\$0.00
Total invoice:			\$115.00

Tax reporting information

Period for monthly fees: Nov 19, 2025 - Dec 19, 2025
Total without tax: \$115.00
Total tax: \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires or is canceled. To cancel your subscription at any time, go to the Subscriptions and billing page and cancel the subscription. If your subscription is managed by an account manager, contact your account manager for changes to your subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

Amounts are shown in USD. All dates and times are Pacific Standard Time (PST).

Marsha Burch

131 S. Auburn Street
Grass Valley, CA 95945

INVOICE

Invoice # 260
Date: 11/25/2025
Due On: 12/25/2025

Mendocino LAFCo

00201-Mendocino LAFCo

General Counsel

Type	Date	Notes	Quantity	Rate	Total
Service	10/31/2025	Respond to question about website and ADA compliance; check court docket for St. Pierre case	0.40	\$225.00	\$90.00
Service	10/31/2025	Review document production for privilege and produce documents to Morrow and St. Pierre	2.20	\$225.00	\$495.00
Service	11/10/2025	Respond to questions re budget amendment; check status of filing; msg. to EO	0.40	\$225.00	\$90.00
Service	11/14/2025	Revise annexation consent and teleconference policies	0.40	\$225.00	\$90.00
Service	11/14/2025	Respond to Morrow PRA request	0.40	\$225.00	\$90.00
Service	11/14/2025	Respond to St. Pierre PRA request	0.80	\$225.00	\$180.00
Service	11/17/2025	Review incomplete letter for RRFC annexation proposal; msg. to EO; revise policy draft re budget; review proposed agenda for PP meeting; research; msg. to EO	1.80	\$225.00	\$405.00
Service	11/18/2025	Review revised budget policy; research; msg. to EO	0.40	\$225.00	\$90.00
Service	11/24/2025	Staff meeting	1.00	\$225.00	\$225.00
Service	11/25/2025	Research re closed session; Check PACER status of pending litigation) Review and revise agenda for Dec meeting	0.40	\$225.00	\$90.00
				Total	\$1,845.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
260	12/25/2025	\$1,845.00	\$0.00	\$1,845.00
Outstanding Balance				\$1,845.00
Total Amount Outstanding				\$1,845.00

Please make all amounts payable to: Marsha Burch

Please pay within 30 days.

Marsha Burch

131 S. Auburn Street
Grass Valley, CA 95945

INVOICE

Invoice # 261
Date: 11/25/2025
Due On: 12/25/2025

Mendocino LAFCo

00235-Mendocino LAFCo

St. Pierre Litigation

Type	Date	Notes	Quantity	Rate	Total
Service	11/19/2025	Research re response to Third Amended Complaint	1.50	\$275.00	\$412.50
Service	11/24/2025	Meeting with EO and Kylie St. Pierre	0.60	\$275.00	\$165.00
Service	11/25/2025	Review summons and research re waiver of service. Msg. to St. Pierre re PRA and request for waiver of service	0.80	\$275.00	\$220.00
				Total	\$797.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
261	12/25/2025	\$797.50	\$0.00	\$797.50	
				Outstanding Balance	\$797.50
				Total Amount Outstanding	\$797.50

Please make all amounts payable to: Marsha Burch

Please pay within 30 days.



STAFF REPORT

Agenda Item No. 7a	
MEETING DATE	December 1, 2025
MEETING BODY	Mendocino Local Agency Formation Commission
FROM	Uma Hinman, Executive Officer
SUBJECT	Proposed Amendments to Commissioner Teleconferencing Policy

RECOMMENDED ACTION

The Commission adopt Resolution No. 2025-26-02 approving amendments to Policy 3.8.1.1 *Commissioner Teleconferencing* to maintain consistency with recently passed legislation ([Senate Bill \[SB\] 707](#)).

BACKGROUND

Mendocino LAFCo Policy 3.8.1.1 was adopted on March 6, 2024, to include Commissioner teleconferencing policies that were enacted under Assembly Bill (AB) 2449. Recently, SB 707 was signed into law on October 3, 2025, and is intended to diversify and increase public engagement in local government and also modernize the Ralph M. Brown Act in the face of technological advancements. The legislation both restores and restructures various provisions set to expire in 2026, makes permanent certain transparency-related reforms, and establishes new requirements to expand public access and participation in local government proceedings. 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 (2) meetings per year.
- Upon appointment, each new Commissioner must receive a copy of the Brown Act.
- The sunset date has been removed from the provision allowing limited social media interactions related to agency activities.
- Public notice requirements for special or emergency meetings have been standardized throughout the Brown Act for all agencies.

All the requirements will go into effect in January 2026.

At its November 3, 2025 regular meeting, the Commission received an informational overview of the changes enacted by SB 707 and directed the Policies & Procedures Committee to review and recommend updates as appropriate.

The Policies & Procedures Committee considered draft revisions to Policy 3.8.1.1 at its [November 26, 2025 meeting](#). The Committee recommends amending Policy 3.8.1.1; see attached draft policy amendments and resolution to the Commission for consideration. The revised policy is consistent with SB 707.

ATTACHMENTS

- (1) Draft Revised Policy 3.8.1.1 Commissioner Teleconferencing
- (2) Resolution No. 2025-26-02

Attachment 1

Draft Revised Policy 3.8.1.1 Commissioner Teleconferencing

1. Policy 3.8.1.1 Commissioner Teleconferencing

Regular meetings of the Commission shall adhere to the provisions of the Ralph M. Brown Act (GOV §54950 et seq) and the provisions of [GOV §54953 and/or §54953.8.3](#), which allow for teleconferencing under specific conditions.

To promote transparency and public participation, regular meetings of the Commission will be held in a hybrid format provided the technology to do so is readily available. Commissioners shall participate in-person for all Commission meetings, unless circumstances exist to justify the use of “Expanded Teleconferencing Procedures.” Should a Commissioner request attendance by teleconference for “just cause” or “emergency circumstances,” as defined in GOV [§54953.8.3\(c\)54953\(j\)](#), the requirements set forth in the statute shall apply.

Commissioners may attend regular Commission meetings by teleconference [not to exceed two times per year under the “just cause” provisions of GOV §54953.8.3\(c\) not to exceed two times per year](#). Commissioners must make such requests of the Commission prior to or at the start of a regular meeting, stating the reason (“just cause” or “emergency circumstances”) and a brief description of the circumstances relating to the need to appear remotely. The Commission shall take action on the request at the beginning of the meeting.

3.8.1.1.1 Global Teleconferencing Procedures

At the discretion of the Commission and/or the Executive Officer, any employee, consultant or individual presenting or attending a meeting of the Commission, other than a member of the Commission, shall be permitted to attend via teleconference without compliance or conditions set forth herein.

To the extent a commissioner wishes to attend a meeting via teleconference, the commissioner shall generally be required to comply with the “Standard Teleconferencing Procedures” below, unless the circumstances exist to justify the use of “Expanded Teleconferencing Procedures.”

3.8.1.1.2 Standard Teleconferencing Procedures

Members of the Commission, inclusive of all bodies and committees required to comply with the Brown Act, may attend a meeting via teleconference if the following conditions are satisfied:

1. At least a quorum of commissioners participates in the meeting from locations within the County;
2. The agenda posted for the meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the meeting; and
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

3.8.1.1.3 Expanded Teleconferencing Procedures

A commissioner may attend a regular meeting via videoconference only 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, if the following conditions are satisfied:

1. At least a quorum of the commissioners participate in-person from a single physical location accessible to the public and as clearly identified in the posted agenda;
2. The public is permitted to attend the meeting either by teleconference or videoconference in a manner such that the public may participate in real-time during the meeting;

3. Notice of the means by which the public may remotely participate and offer comment during the meeting is included within the posted agenda;
4. Commissioners attending remotely have either “just cause” or “emergency circumstance,” as defined in GOV [§54953.8.3](#) ~~54953~~, that justifies their attendance via videoconference;
5. A commissioner who has not attended a regular meeting remotely on the basis of “just cause” more than two times in a calendar year ~~or on the basis of “emergency circumstance” for longer than three consecutive months.~~

In order to utilize the Expanded Teleconferencing Procedures, a commissioner shall:

1. For “just cause” circumstance, notify the Commission at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;
2. For “emergency circumstance,” request to participate at a meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description need not exceed 20 words and need not include any medical information exempt from disclosure by law;
3. The commissioner shall disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Member’s relationship to such individuals;
4. Participate through videoconferencing, with both visual and audio technology.

Upon request of a commissioner to utilize the Expanded Teleconference Procedures, the Commission shall:

2. Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda;
3. In the event of disruption within the power of the Commission that prevents the broadcasting of the meeting to members of the public, or in the event of disruption within LAFCo’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.

3.8.1.1.4 Miscellaneous Provisions

With respect to Standard Teleconferencing Procedures and Expanded Teleconferencing Procedures set forth herein, such are intended to comply with [GOV §54953](#)(b) and (f), and GOV [§54953.8.3](#), respectively, and, as such, in the event of conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in this Policy.

Attachment 2

Resolution No. 2025-26-02 of the Mendocino Local Agency Formation Commission

Approving the Amendment to the Commissioner Teleconferencing Policy

WHEREAS, Local Agency Formation Commissions have been created under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the Government Code, as independent agencies, with the power to adopt policies and procedures to carry out their functions, (§56300); and

WHEREAS, the Commission directed the Policies & Procedures Committee to develop a recommendation on proposed revisions to Policy 3.8.1.1 Commissioner Teleconferencing to maintain consistency with recently passed legislation, Senate Bill 707, that amends numerous provisions on teleconferencing requirements for members of governing bodies in the Ralph M. Brown Act, and

WHEREAS, the Policies & Procedures Committee held a public meeting on the proposed revisions to Policy 3.8.1.1 Commissioner Teleconferencing on November 26, 2025 and at that meeting, the Committee considered the report of the Executive Officer and all oral and written comments with respect to the proposed policy amendment and recommended the policy amendment to the Commission.

WHEREAS, this Commission held a public meeting on the proposed amendment to the commissioner teleconferencing policy and at that meeting this Commission received the recommendation of the Policies & Procedures Committee, the report of the Executive Officer, and all oral and written comments with respect to the proposed policy.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission DOES HEREBY RESOLVE, DETERMINE and ORDER the adoption of the Amendment to Policy 3.8.1.1 Commissioner Teleconferencing as set forth in Exhibit A.

BE IT FURTHER RESOLVED that the Mendocino LAFCo Policies & Procedures Manual be updated accordingly.

PASSED and ADOPTED by the Mendocino Local Agency Formation Commission this 1st day of December 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAUREEN MULHEREN, Commission Chair

ATTEST:

UMA HINMAN, Executive Officer

Exhibit A

Policy 3.8.1.1 Commissioner Teleconferencing

Regular meetings of the Commission shall adhere to the provisions of the Ralph M. Brown Act (GOV §54950 et seq) and the provisions of [GOV §54953](#) and/or §54953.8.3, which allow for teleconferencing under specific conditions.

To promote transparency and public participation, regular meetings of the Commission will be held in a hybrid format provided the technology to do so is readily available. Commissioners shall participate in-person for all Commission meetings, unless circumstances exist to justify the use of “Expanded Teleconferencing Procedures.” Should a Commissioner request attendance by teleconference for “just cause” or “emergency circumstances,” as defined in GOV § 54953.8.3(c), the requirements set forth in the statute shall apply.

Commissioners may attend regular Commission meetings by teleconference not to exceed two times per year under the “just cause” provisions of GOV §54953.8.3. Commissioners must make such requests of the Commission prior to or at the start of a regular meeting, stating the reason (“just cause” or “emergency circumstances”) and a brief description of the circumstances relating to the need to appear remotely. The Commission shall take action on the request at the beginning of the meeting.

3.8.1.1.1 Global Teleconferencing Procedures

At the discretion of the Commission and/or the Executive Officer, any employee, consultant or individual presenting or attending a meeting of the Commission, other than a member of the Commission, shall be permitted to attend via teleconference without compliance or conditions set forth herein.

To the extent a commissioner wishes to attend a meeting via teleconference, the commissioner shall generally be required to comply with the “Standard Teleconferencing Procedures” below, unless the circumstances exist to justify the use of “Expanded Teleconferencing Procedures.”

3.8.1.1.2 Standard Teleconferencing Procedures

Members of the Commission, inclusive of all bodies and committees required to comply with the Brown Act, may attend a meeting via teleconference if the following conditions are satisfied:

1. At least a quorum of commissioners participates in the meeting from locations within the County;
2. The agenda posted for the meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the meeting; and
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

3.8.1.1.3 Expanded Teleconferencing Procedures

A commissioner may attend a regular meeting via videoconference only 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, if the following conditions are satisfied:

1. At least a quorum of the commissioners participate in-person from a single physical location accessible to the public and as clearly identified in the posted agenda;
2. The public is permitted to attend the meeting either by teleconference or videoconference in a manner such that the public may participate in real-time during the meeting;
3. Notice of the means by which the public may remotely participate and offer comment during the meeting is included within the posted agenda;

4. Commissioners attending remotely have either “just cause” or “emergency circumstance”, as defined in GOV §54953.8.3, that justifies their attendance via videoconference:
5. A commissioner who has not attended a regular meeting remotely on the basis of “just cause” more than two times in a calendar year.

In order to utilize the Expanded Teleconferencing Procedures, a commissioner shall:

1. For “just cause” circumstance, notify the Commission at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;
2. For “emergency circumstance,” request to participate at a meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description need not exceed 20 words and need not include any medical information exempt from disclosure by law;
3. The commissioner shall disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Member’s relationship to such individuals;
4. Participate through videoconferencing, with both visual and audio technology.

Upon request of a commissioner to utilize the Expanded Teleconference Procedures, the Commission shall:

1. Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda;
2. In the event of disruption within the power of the Commission that prevents the broadcasting of the meeting to members of the public, or in the event of disruption within LAFCo’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.

3.8.1.1.4 Miscellaneous Provisions

With respect to Standard Teleconferencing Procedures and Expanded Teleconferencing Procedures set forth herein, such are intended to comply with [GOV §54953\(b\)](#) and (f), and GOV §54953.8.3, respectively, and, as such, in the event of conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in this Policy.



STAFF REPORT

Agenda Item No. 7b	
MEETING DATE	December 1, 2025
MEETING BODY	Mendocino Local Agency Formation Commission
FROM	Uma Hinman, Executive Officer
SUBJECT	Proposed Amendment to Budget Adjustments Policy

RECOMMENDED ACTION

The Commission adopt Resolution No. 2025-26-03 approving amendments to Policy 5.1.6 *Budget Adjustments* to clarify provisions for minor budget amendments under specific circumstances.

BACKGROUND

Government Code [Section 56381](#) and [Mendocino LAFCo Policy 5.1 Budget](#) describes the Commission’s authority to adopt and modify annual budgets.

Local policy 5.1.6 *Budget Adjustments* clarifies that the Commission may make adjustments to its budget at any time during the fiscal year. Further, Mendocino LAFCo’s local policy authorizes the Executive Officer to approve expenditures exceeding individual account budgets up to 5 percent of a budget line, not to exceed \$3,000, with required reporting to the Commission at its next meeting. However, the 5 percent is very limiting given that many of our budget accounts are less than \$5,000.

The intent of the proposed policy modification is to clarify the circumstances under which the Executive Officer may authorize transfers between budget accounts provided there is no change to the total adopted budget. The proposed changes include the following:

- Addition of Chair review and approval;
- Clarifies no increase of the overall budget;
- Maintains the \$3,000 cap for movement of funds between budget accounts; and
- Removes the 5 percent limitation.

The proposed policy amendment will streamline workload for staff and the Commission related to minor budget amendments under noted specific circumstances.

The Policies & Procedures Committee considered draft revisions to the policy at its [November 26, 2025 meeting](#) and recommends the following policy amendment to the Commission for consideration:

5.1.6 BUDGET ADJUSTMENTS

a. The Commission may make adjustments to its budget at any time during the fiscal year as it deems necessary.

~~b. The Executive Officer may approve expenditures exceeding individual account budgets up to 5 percent of a budget line, not to exceed \$3,000. Any budget exceedances will be reported to the Commission at the following regular meeting. (Resolution No. 2017-18-03)~~

b. Following review and approval by the Chair, the Executive Officer may authorize expenditures exceeding individual account budgets up to \$3,000 provided there are compensating savings available and the transfer does not increase the overall budget. Any budget exceedances will be reported to the Commission at the following regular meeting.

ATTACHMENTS

(1) Resolution No. 2025-26-03

Attachment 1

Resolution No. 2025-26-03 of the Mendocino Local Agency Formation Commission

Approving the Amendment to the Budget Adjustments Policy

WHEREAS, Local Agency Formation Commissions have been created under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the Government Code, as independent agencies, with the power to adopt policies and procedures to carry out their functions, (§56300); and

WHEREAS, the Policies & Procedures Committee considered draft revisions to Policy 5.1.6 Budget Adjustments at its November 26, 2025 public meeting, and at that meeting the Committee considered the report of the Executive Officer and all oral and written comments with respect to the proposed policy amendment and recommended the policy amendment to the Commission; and

WHEREAS, this Commission held a public meeting on the proposed amendment to the budget adjustments policy and at that meeting this Commission received the recommendation of the Policies & Procedures Committee, the report of the Executive Officer, and all oral and written comments with respect to the proposed policy.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission DOES HEREBY RESOLVE, DETERMINE and ORDER the adoption of the amendment to Policy 5.1.6 Budget Adjustments, as follows:

5.1.6 BUDGET ADJUSTMENTS

- a. The Commission may make adjustments to its budget at any time during the fiscal year as it deems necessary.
- b. Following review and approval by the Chair, the Executive Officer may authorize expenditures exceeding individual account budgets up to \$3,000 provided there are compensating savings available and the transfer does not increase the overall budget. Any budget exceedances will be reported to the Commission at the following regular meeting.

BE IT FURTHER RESOLVED that the Mendocino LAFCo Policies & Procedures Manual be updated accordingly.

PASSED and ADOPTED by the Mendocino Local Agency Formation Commission this 1st day of December 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAUREEN MULHEREN, Commission Chair

ATTEST:

UMA HINMAN, Executive Officer



STAFF REPORT

Agenda Item No. 8a	
MEETING DATE	December 1, 2025
MEETING BODY	Mendocino Local Agency Formation Commission
FROM	Uma Hinman, Executive Officer
SUBJECT	Report on Applications and Work Load

RECOMMENDED ACTION

Staff recommends the Commission receive and file this report.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 delegates local agency formation commissions (LAFCos) with regulatory and planning duties to coordinate the logical formation and development of local government agencies. This includes approving or disapproving proposals for reorganizations (i.e., annexations, detachments, dissolutions, etc.), activation of latent powers, sphere of influence amendments, and outside service agreements.

LAFCo proceedings for jurisdictional changes are generally initiated by outside applicants through petitions (landowners or voters) and resolutions (local agencies). LAFCos may also initiate jurisdictional changes to form, consolidate, or dissolve special districts if consistent with the recommendations of approved municipal service reviews.

The item is for information and satisfies Mendocino LAFCo’s reporting requirement for current and future applications.

Active and Future Proposals

Attachment 1 is a regular update to the Commission on active proposals on file as well as identification of future proposals staff anticipates being filed with LAFCo in the near term based on discussions with local agencies and proponents.

Work Plan

Local policy directs the Commission to annually adopt a Work Plan for purposes of providing a comprehensive overview of municipal service reviews and sphere of influence updates over the course of the fiscal year. Attachment 2 is an update on the status of activities scheduled in the Work Plan. This report also serves to inform the Commission of any changes in circumstances or priorities.

Attachments

1. Summary Table – Application Activity and Potential Future Proposals
2. Summary Table – Work Plan Tracking and Status

Attachment 1. Summary Table – Application Activity and Potential Future Proposals

LAFCo File No.¹	Applicant	Project Name	Date Application Received	Certificate of Filing	LAFCo Hearing Date	Certificate of Completion	BOE Submittal Date
Active Proposals							
A-2025-06	Ukiah	Corporation Yard Annexation	10/19/2025				
City of Ukiah Resolution of Application No. 2025-54 for annexation of one City-owned property (7.9-acres) located within the Ukiah Valley for use as a municipal corporation yard.							
A-2025-05	MCRRFC& WCID	Russian River Flood Control District Annexation of RVCWD	10/14/2025				
The Mendocino County Russian River Flood Control & Water Conservation Improvement District (RRFC) proposal to annex the Redwood Valley County Water District (RVCWD). The annexation will allow the RRFC to extend their service area to match its place of use and establish a standard water services agreement with the RVCWD that will allow for use of contract water throughout the RVCWD service area. Application referral has been distributed and Notice of Filing sent to County to initiate tax share agreement. Project is incomplete pending tax share agreement and additional information.							
P-2025-01	Ukiah	Pre-Application Review for City of Ukiah Reorganization	4/22/2025	N/A	N/A	N/A	N/A
The City of Ukiah’s Pre-Application Review to coordinate development of an application(s) for reorganization.							
P-2023-02	Fort Bragg	Pre-Application Review for Annexation of City-owned Properties	4/10/2023	N/A	N/A	N/A	N/A
The City of Fort Bragg submitted a Pre-Application Review Request for annexation of Mendocino Coast Recreation and Park District properties consisting of 6 parcels totaling 582 acres. The intended use of the parcels is for water supply reservoirs, power generation, preservation and recreation. A pre-application meeting was held with Fort Bragg staff on July 25, 2023. Staff met with City staff on June 27, 2024 to pre-review the application materials for annexation.							
A-2023-01	AVCSD	Annexation of Sphere	3/6/2023				
The Anderson Valley Community Services District (AVCSD) proposes to annex the District’s Sphere of Influence (SOI) for fire and ambulance services. The application is incomplete pending a tax share agreement.							
L-2022-01	ECSD	Elk Community Services District Activation of Latent Powers for Wastewater Services	4/8/2022				
The Elk Community Services District (ECSD) proposes to activate latent powers for the provision of wastewater services. The district proposes to assume ownership and operation of a community leach field within the community of Elk. The application is incomplete pending a tax share agreement and additional information.							
Future Proposals							
	AVCSD	AVCSD Activation of Latent Powers for Water and Wastewater Services					
The AVCSD is developing a plan and design for providing water and wastewater services to the community of Boonville, which will require activation of latent powers through LAFCo.							

Attachment 2. Summary Table – Work Plan Tracking and Status

FY 2025-26 ESTIMATED WORK PLAN IMPLEMENTATION SCHEDULE AND STATUS

Work Plan status as of December 1, 2025

Subject to Change: The estimated schedule and costs for the annual Work Plan are subject to change based on agency responsiveness, timely provision of requested information, complexity of issues, level of public and affected agency controversy, and changing needs and priorities.

CEQA: Based on LAFCo practice, the work plan assumes minimal costs for CEQA compliance related to preparing a Notice of Exemption, unless an agency proposes a non-coterminous SOI and pays for any necessary studies and preparation of a Negative Declaration or Environmental Impact Report.

Rolling Work Plan: It is difficult to completely contain staff activities in a single fiscal year; therefore, completion of a study may roll over to the next fiscal year. This estimated work plan implementation schedule is intended to enhance communication and transparency.

Agency	Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Status/Notes
FY 2025-26 Work Plan						
Laytonville County Water District	8/9/2024 5/7/2025					Initial interview held 3/20/2025; MSR/SOI study initiated; awaiting RFI response
Hopland Public Utilities District	1/16/2025	N/A	N/A	N/A	9/8/2025	Completed
Mendocino Coast Recreation and Park District	2/5/2025	7/8/2025				Administrative Draft coordination with MCRPD
City of Willits	4/30/2025					Administrative Draft in process
City of Point Arena	5/6/2025	9/15/2025				Administrative Draft under City review
Fire/EMS Service Providers (18)						EO provided a LAFCo 101 and MSR/SOI presentation to the Fire Districts Association on August 13 and the Fire Chiefs Association on September 10.