



COMMISSIONERS

Maureen Mulheren
Chair
County Member

Gerald Ward
Vice Chair/Treasurer
Public Member

Gerardo Gonzalez
City Member

Candace Horsley
Special District Member

Glenn McGourty
County Member

Mari Rodin
City Member

Vacant
Special District Member

Francois Christen
Alternate Special District Member

Douglas Crane
Alternate City Member

John Haschak
Alternate County Member

Vacant, Alternate
Public Member

STAFF

Executive Officer
Uma Hinman

Clerk/Analyst
Larkyn Feiler

Counsel
Marsha Burch

REGULAR MEETINGS

First Monday of each month
at 9:00 AM in the
Mendocino County Board
of Supervisors Chambers
501 Low Gap Road, Ukiah

Approved October 7, 2024

FINAL MEETING MINUTES

Regular Commission Meeting

Regular Meeting of Monday, September 9, 2024

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

- 1. CALL TO ORDER and ROLL CALL** (Video Time 01:24)
Chair Mulheren called the meeting to order at 9:00 a.m.

Regular Commissioners Present: Maureen Mulheren, Gerardo Gonzalez, Candace Horsley, Glenn McGourty

Regular Commissioners Absent: Gerald Ward, Mari Rodin

Alternate Commissioners Present: Francois Christen (immediately seated), Douglas Crane (immediately seated)

Alternate Commissioners Absent: John Haschak

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

- 2. PUBLIC EXPRESSION** (Video Time 2:05)

Gizmo, Mendocino County Community Action Plan consultant, requested the Commission consider establishing an idling policy to reduce emissions within the County.

- 3. OTHER BUSINESS** (Video Time 5:18)

None

- 4. CONSENT CALENDAR** (Video Time 5:20)

4a) July 1, 2024 Regular Meeting Summary

4b) Ratify July 2024 Claims & Financial Report

July 2024 Claims totaling:	\$34,159.98
Hinman & Associates Consulting	25,716.41
SDRMA	2,844.86
Francois Christen	100.25
Marsha Burch Law Office	1,102.50
Streamline	115.00
Newspaper	272.06
Mendocino County IS	245.25
Mendocino County CEO Office	375.00
Ukiah Valley Conference Center	807.65
CALAFCO	2,581.00

4c) August 2024 Claims & Financial Report

August 2024 Claims totaling:	\$14,919.15
Hinman & Associates Consulting	13,365.94
Marsha Burch Law Office	877.50
Streamline	115.00
Ukiah Valley Conference Center	560.71

4d) Ratify Letter Requesting Governor Newsom’s Signature on SB 1209

4e) Letter of Support for the City of Ukiah’s Reconnecting Communities Grant Application to California Department of Transportation for the Norgard Lane Annexation and Infrastructure Improvement Plan

4f) Pehling & Pehling, CPAs’ Proposal to Prepare the FY 2023-24 Audit

Motion: Approve the Consent Calendar (Items 4a – 4f).		
Motion Maker: McGourty	Motion Second: Gonzalez	Outcome: Passed unanimously
Roll Call Vote: Ayes: (6) Gonzalez, Christen, Mulheren, Horsley, McGourty, Crane		

5. PUBLIC HEARING ITEMS

None

6. WORKSHOP ITEMS

6a) WORKSHOP Caspar South Water District Municipal Service Review and Sphere of Influence Update (Video Time 6:35)

EO Hinman provided a brief presentation on the Draft Caspar South Water District (CSWD) Municipal Service Review (MSR) and Sphere of Influence (SOI) Update; following is a summary of discussion points for this item:

Commissioner Horsley:

- Commented that being a landowner (vs. registered voter) district is helpful in maintaining a full board as it increases eligibility rates, particularly for small districts with high numbers of second homes and vacation rentals.
- Requested clarification of the district’s reserves account.

Commissioner Gonzalez:

- Noted that with the rescission of the local health order and state of emergency for the COVID pandemic, the Brown Act required a return to in-person meetings. If the district is continuing to meet remotely, a recommendation should be included.

Commissioner McGourty:

- Requested clarification on how solids from the dosing chamber were disposed of.

Commissioner Christen:

- Noted that flow rates in March of 2023 and 2024 were much higher than average; EO Hinman noted it was likely a result of high precipitation events and infiltration and intrusion (I/I).
- Inquired if a recommendation to the state related to the unserved properties situated below grade would be appropriate so as to ensure service is available to all parcels within the district/subdivision boundaries.

Commissioner Crane:

- Noted that he understood all properties to be on gravity systems and should be considered for upgrades.

Chair Mulheren:

- Asked the district about illegally piped rooftop and storm water drains and what is being done to remedy that situation.

Two board members from the CSWD (Dan Keen, Secretary; Steve McCormack, President) were attended via Zoom and provided the following information:

- The board regularly struggles to maintain a full active board of five members.
- Clarified that the district has not yet initiated the most recent audit.
- The district's current accounts total approximately \$331,000 (between checking, savings, and CDs)
- Clarified that a capacity study conducted in 2015 identified numerous infiltration incidents, but significant upgrades have since been made to address the issues. The district believes there may remain a single property within the district that continues to cause large infiltration issues, which is being investigated.
- Noted the district has a high-water table, which can affect the leach field during high precipitation events and saturation conditions.

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) LAFCo Response to the Grand Jury Report: Mendocino Coast Health Care District – Sick, but Returning to Health (Video Time 29:58)

EO Hinman presented the Executive Committee's recommended letter responding to the Grand Jury's 2024 report on the Mendocino Coast Health Care District. The letter acknowledges the Grand Jury's finding and recommendation regarding preparation of an MSR for the district and states the MSR will be initiated by December 2024. Following is a summary of discussion points on the item:

Commissioner Horsley:

- Commented that there are other districts who are in need of MSRs as well.
- Noted that the district has not paid LAFCo apportionments in many years and asked when they could begin paying again.

Chair Mulheren:

- Noted that the draft response included mention that Mendocino LAFCo has already set forth its work plan for the fiscal year and plans to continue with it.

Commissioner Crane:

- Asked if the draft response was reviewed by LAFCo's legal counsel; EO Hinman confirmed it was.

EO Hinman

- Noted that if the district agrees to fund preparation of the MSR and a consultant is contracted to prepare the study, it could be fit into the work plan schedule without affecting the currently adopted work plan and budget.

Kathy Wylie, representative from the Mendocino Coast Health Care District:

- Many of the issues identified in the Grand Jury report have already been addressed and the district is continuing to implement the remaining recommendations, including catching up on last four years of financial audits.

Motion: Approve the Executive Committee's recommended response to the 2024 Grand Jury Report titled <i>Mendocino Coast Health Care District – Sick, but Returning to Health</i> , and authorize the Chair to sign the response letter to the Grand Jury.		
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Motion Maker: Gonzalez	Motion Second: Horsley	Outcome: Passed unanimously
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Roll Call Vote: Ayes: (6) Crane, Christen, McGourty, Horsley, Gonzalez, Mulheren		
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7b) CALAFCO Business and Selection of Voting Delegate for the CALAFCO Board of Director's Election (Video Time 37:27)

EO Hinman presented the item, reminding the Commission that the deadline to submit nominations for a city member and a public member from the Northern Region to the CALAFCO Board is September 16, 2024. The Commission declined to submit a nomination.

CALAFCO bylaws require a voting delegate be designated by each member LAFCo to participate in the regional caucuses and CALAFCO Board election. Commissioner Gonzalez volunteered to be the voting delegate and recommended EO Hinman be designated the alternate.

Motion: Designate Commissioner Gonzalez as the voting delegate and EO Hinman as the alternate.		
Motion Maker: Gonzalez	Motion Second: McGourty	Outcome: Passed unanimously
Roll Call Vote: Ayes: (6) Crane, Christen, McGourty, Horsley, Gonzalez, Mulheren		

8. INFORMATION AND REPORT ITEMS

8a) Work Plan, Current and Future Proposals (Video Time 43:02)

EO Hinman provided an update that the Western Hills application, noting staff's intent to schedule the proposal for public hearing on October 7, 2024.

Work plan update: four requests for information (RFIs) have been distributed to water districts to initiate MSR/SOI updates for the inland water districts, including the Potter Valley Irrigation District, Laytonville County Water District, Round Valley County Water District, and the Mendocino County Russian River Flood Control and Water Conservation and Improvement District. Staff are still waiting to hear back on RFIs from Irish Beach Water District and Elk County Water District. The Westport administrative draft study is being developed.

8b) Correspondence (Video Time 42:00)

None

8c) CALAFCO Business and Legislation Report (Video Time 42:02)

EO Hinman reported that SB 1209 is currently on the Governor's desk for consideration; he has 30 days to either sign into law or veto.

8d) Executive Officer's Report (Video Time 44:40)

EO Hinman reported the following

- Announcement of the current vacancy for two special district member vacancies (regular and alternate seats) and nomination period was distributed in July; the deadline for nominations is September 11, 2024.
- One application has been received for the alternate public member vacancy; consideration of the applicant will be included on the agenda for the next Commission meeting.

8e) Committee Reports (Executive Committee, Policies & Procedures) (Video Time 45:12)

None

8f) Commissioners Reports, Comments or Questions (Video Time 45:18)

Commissioner McGourty suggested staff create a brief document summarizing the County's water districts and needs to assist agencies in identifying funding needs and grant opportunities.

ADJOURNMENT (Video Time 51:08)

There being no further business, the meeting adjourned at 9:50 a.m.

The next regular meeting of the Commission is scheduled for Monday, **November 4th, 2024** at 9:00 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 [September 9, 2024 YouTube meeting recording](#). Links to recordings and approved minutes are also available on the [LAFCo website](#).