

Colusa Local Agency Formation Commission (LAFCo)

Approved Meeting Minutes
Thursday, **October 2, 2025** at 3:00 PM

Board of Supervisors Chambers
546 Jay Street, Colusa, California

1. Call to Order and Roll Call

The meeting was called to order at 3:00 pm.

Commissioners present were Dunlap (Chair), Corona (Vice-Chair), Bell, Ponciano, Ash, and Alternate Loudon. Staff present was Larkyn Feiler, Executive Officer and Scott Browne, Legal Counsel.

2. Public Comment None

ACTION ITEMS:

3. Approval of Minutes

Upon motion by Commissioner Corona and second by Commissioner Bell, the minutes of the June 5, 2025 LAFCo meeting were unanimously approved.

4. Approval of Claims

Upon motion by Commissioner Ash and second by Commissioner Ponciano, the payment of claims for June, July, August, and September 2025 were unanimously approved.

5. Initiate Request for Proposals for MSR/SOI Update

EO Feiler presented the item to consider initiating a Request for Proposals (RFP) for a consultant to conduct a Municipal Service Review (MSR) and Sphere of Influence (SOI) Update. EO Feiler recommended that the Colusa Basin Drainage District (CBDD) MSR be prepared in-house and that a consultant prepare the Glenn-Colusa Irrigation District (GCID) MSR/SOI Update.

Comm'r Ash asked whether there is the potential for cost-savings with a consultant preparing the MSR and EO Feiler noted that it is possible especially with an experienced person or firm. Alt. Comm'r Loudon asked whether John Benoit would be able to prepare MSR/SOI studies and EO Feiler responded that he is mostly assisting in an advisory role now. Comm'r Bell noted that a consultant could assist with a highly transparent process. Comm'r Ponciano noted that there is value in seeking outside bids, especially since we are not committed to moving forward if the bids are too high.

There was Commission consensus on the Executive Officer releasing an RFP for a consultant to conduct a MSR/SOI Update for GCID, depending on the bid costs.

6. Support CALAFCO Legislative Committee Northern Region Representation

EO Feiler presented the item to consider supporting their EO's candidacy to represent the Northern Region on the CALAFCO Legislative Committee. EO Feiler noted interest in volunteering in order to ensure that the Northern Region has direct representation, since no interest would result in other regions filling the Northern Region vacant seats.

Counsel Browne noted that he also serves on this CALAFCO Committee. Comm'r Ponciano asked about the time commitment and EO Feiler explained that it generally involves monthly meetings lasting a few hours, depending on the bills proposed. EO Feiler also noted that any time spent would be split between Colusa and Lake LAFcos.

There was Commission consensus on supporting the Executive Officer candidacy for the CALAFCO Legislative Committee Northern Region Voting Member.

7. **CALAFCO Activities and Updates**

a. Update on actions taken at the July 25, 2025 Board of Directors meeting.

EO Feiler provided an update on the key actions taken by the CALAFCO Board of Directors as follows:

- Approved adoption of all proposed changes to the CALAFCO Policies & Procedures, effective immediately. This included Regional Officers being voting members of the Board, subject to membership approval of a Bylaws change, and was based on membership feedback at 6 focus groups across the state and a cultural assessment.
- Approved recommending Bylaws amendments to the Membership at the annual business meeting.
- Appointed Michelle McIntyre (currently Placer LAFCO EO) as the new CALAFCO Interim Executive Director.
- Approved a budget amendment to dip into reserves to balance the budget due to revenue loss from membership non-renewals.

EO Feiler noted that 7 LAFcos have not renewed CALAFCO membership, there is no impact to the current CALAFCO dues, and the hope remains that many of these LAFcos will return to the association next fiscal year.

b. Updated Six-to-Nine Month Action Plan.

EO Feiler noted an update to the CALAFCO detailed action plan showing good progress to strengthen governance, increase transparency, and rebuild member trust.

c. Updated 2025 Conference Announcement (Oct. 22 - 24 in San Diego).

EO Feiler noted an update to the CALAFCO Conference Announcement including keynote speaker David Marquet, a former nuclear submarine commander and bestselling author.

d. Annual Corporate Business Meeting Notice and Agenda (Oct. 23 at 9 - 10:30).

EO Feiler noted the Notice and Agenda for the CALAFCO Annual Corporate Business Meeting and gave a reminder that Commissioner Ponciano was the Voting Delegate.

e. Board of Directors Recommended Bylaws Amendments packet.

EO Feiler recommended that the Voting Delegate support the proposed Bylaws Amendments as follows:

- Section 4.1. amendment adds the four Regional Officers as voting members of the Board. This action is a vital next step in CALAFCO's ongoing transition and creates broader Board representation to enhance capacity and decision-making. Language was added to clarify that regional officers shall serve as voting Board members until such time as the Bylaws are amended in the future to allow Executive Officers to be directly elected to the Board.

- Section 4.2.1 changes the term of office for newly elected Board Members to begin on December 1 in the year in which they were elected. This change allows new Board Members time for appropriate onboarding and orientation before taking office and supports their successful governance capability.
- Section 4.3(C) has been added to explicitly state that a vacancy may occur as a result of the attendance matters outlined in Section 4.4. The purpose of this amendment is to support the Bylaws change approved by the membership in 2024, which addresses potential termination due to non-attendance.
- Section 4.5.6 proposes to remove the ability for a Board Member to give proxy to the Executive Director to establish a quorum for Board Meetings.
- Other proposed minor and non-substantive amendments.

Counsel Browne explained that adding the four Regional Executive Officers to serve on the CALAFCO Board allows staff to be more involved and provide direct and timely input, since in the past the CALAFCO Board was strictly Commissioners and there was not always a solid understanding of how operations occur.

Upon motion of Commissioner Bell and second by Commissioner Ponciano, support for the proposed CALAFCO Bylaws Amendments was unanimously approved.

OTHER ITEMS:

8. Correspondence

a. 7/1/2025 Letter from Robert T. Duarte - Complaint regarding Arbuckle, Ca July 1, 2025 increased water and sewer service billing.

The Commission discussed the Arbuckle PUD water and sewer service bill increase, and noted that LAFCo does not have a role in the Prop 218 process, the rates had not been increased in a long time, the purpose of the increase is to address needed infrastructure improvements since rates support the water and sewer systems, and residents are encouraged to address concerns to the District Board of Directors who directly represents them on this matter.

b. SDRMA President's Special Acknowledgement Award.

EO Feiler noted that this award recognizes members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program.

9. Executive Officer's Report None

10. Counsel's Report

Counsel Browne noted that there was nothing directly reportable, since there is not much LAFCo-related legislation at this time.

11. Commissioner Reports - Discussion

Comm'r Bell noted concerns received on the Colusa WWTP #2 annexation related to an island. Discussion ensued regarding the application status and tax share process.

Comm'r Bell received landowner interest in creating a drainage district to address stormwater near the Country Club and East Clay Street and encouraged the landowner to pursue discussions with the City of Colusa staff.

12. Adjourn to the next regular LAFCo meeting on December 4, 2025 at 3:00 pm

The meeting was adjourned at 3:37 pm.