

Board of Supervisors

J. Merced Corona, District I,
Vice-Chair
Daurice K. Smith, District II,
Chair
Kent S. Boes, District III
Randy Wilson, District IV
Janice A. Bell, District V



County of Colusa

Wendy G. Tyler, CAO/Clerk to the
Board of Supervisors/Risk Manager
Ann Nordyke, Chief Deputy Clerk
Patricia Rodriguez, Deputy Clerk
(530) 458-0508/0509
FAX (530) 458-0510
colusacountyca.igam2.com
<https://countyofcolusaca.gov>

COLUSA COUNTY BOARD OF SUPERVISORS

Special Meeting Agenda

September 30, 2025

Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

Welcome to a meeting of the Colusa County Board of Supervisors. If you are scheduled to address the Board, please state your full name for the record. The Board will not address timed items before they are scheduled. The "Consent Calendar" may be adopted by one motion. Regularly numbered items may be considered at any time during the meeting. All items are listed in accordance with the Ralph M. Brown Act. We invite all members of the public to attend.

NOTE: You can listen to the meeting by dialing one of the numbers below:

Phone: 1-916-246-0723
Toll-Free: 1-800-356-8278
Code: 401978 - **THIS LINE IS FOR LISTENING IN ONLY**

10:30 a.m. CALL TO ORDER
○ Opening Prayer - Pledge of Allegiance
○ Period of Public Comment

I. COUNTY COUNSEL

1. Approve a temporary, PERS Annuitant position in the classification of Interim County Administrative Officer, UDH Range 53, Step 15, \$140.31 per hour, effective October 1, 2025; not to exceed 960 hours in a fiscal year. Further, waive the hourly restriction of 28 hours per week for extra-help appointments and adopt a Resolution appointing Marcos Kropf as Interim County Administrative Officer under Government Code section 21221(h).
2. Approve Travel Reimbursement Agreement with Marcos Kropf.

ADJOURN

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the purview of the Board of Supervisors and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of **15 minutes per issue** and each individual or group will be limited to no more than **5 minutes each**. **Note:** No Board action shall be taken on comments received.

ORDINANCES AND PUBLIC HEARINGS: If you challenge in a court action a decision of the Colusa County Board of Supervisors regarding a zoning, planning, land use, or environmental protection matter made at any public hearing described in this notice, you may be limited to raising only those issues (1) you or someone else raised at such public hearing, or (2) raised in written correspondence delivered to the Colusa County Board of Supervisors at, or prior to, such public hearing.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item since January 1, 2023. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member and may be made either in writing to the Clerk of the Board of Supervisors prior to the subject hearing or by verbal disclosure at the time of the hearing.

All supporting documentation is available for public inspection and review in the Office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.



Request For County Board of Supervisors Action

MEETING DATE: September 30, 2025

DEPARTMENT: County Counsel

FROM: Richard Stout

SUBJECT: Approve a temporary, PERS Annuitant position in the classification of Interim County Administrative Officer, UDH Range 53, Step 15, \$140.31 per hour, effective October 1, 2025; not to exceed 960 hours in a fiscal year. Further, waive the hourly restriction of 28 hours per week for extra-help appointments and adopt a Resolution appointing Marcos Kropf as Interim County Administrative Officer under Government Code section 21221(h).

Approve a temporary, PERS Annuitant position in the classification of Interim County Administrative Officer, UDH Range 53, Step 15, \$140.31 per hour, effective October 1, 2025; not to exceed 960 hours in a fiscal year. Further, waive the hourly restriction of 28 hours per week for extra-help appointments and adopt a Resolution appointing Marcos Kropf as Interim County Administrative Officer under Government Code section 21221(h).

Detailed Description/Background of request

With the retirement of Ms. Tyler and Mr. Pack's employment not beginning until December 1, 2025, there is a need for an Interim County Administrative Officer. Given that the Annuitant can only be appointed to fill a vacancy, and for only one time under GC Section 2122(h), the appointment is set to end December 1, 2025 per the attached Resolution.

Generally extra-help appointees are limited under County Code to a 28 hour work week, however, given the nature of this position, that limitation should not apply, however the 960 hour fiscal year maximum is a PERS requirement and shall not be exceeded.

Prior Board Action

None

Fiscal Impact/Funding Source

Monthly salary of \$22,801 or \$104.31/hour. There are no PERS or benefits costs. Funding is contained in the 2025/26 budget.

Action for the Clerk

Return signed copy of Resolution to HR

ATTACHMENTS:

- Interim Resolution (DOCX)
- employment offer.acceptance (PDF)

RESOLUTION NO. 25-

**A RESOLUTION OF THE COLUSA COUNTY BOARD OF SUPERVISORS
 APPOINTING MARCOS KROPF AS
 INTERIM COUNTY ADMINISTRATIVE OFFICER
 GOVERNMENT CODE SECTION 21221(h)**

WHEREAS, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the governing body to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year;

WHEREAS, the Colusa County Board of Supervisors desires to appoint Marcos Kropf as an interim appointment retired annuitant to the vacant position of County Administrative Officer for the County of Colusa under Gov. Code section 21221(h), effective October 1, 2025;

WHEREAS, the Colusa County Board of Supervisors; the County of Colusa and Marcos Kropf certify that Marcos Kropf has not and will not receive any other retirement-related incentive;

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment;

WHEREAS, the governing body has authorized the search for a permanent appointment;

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end on November 30, 2025;

WHEREAS, the Marcos Kropf's contemplated employment with the County will be consistent with the terms of the attached contingent offer of employment;

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate;

WHEREAS, the maximum base salary for this position is \$22,801 per month and the hourly equivalent is \$140.31; the minimum base salary for this position is \$13,915 per month and the hourly equivalent is \$85.63;

WHEREAS, the hourly rate paid to Marcos Kropf will be \$140.31; and

WHEREAS, Marcos Kropf has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate and travel stipend.

NOW, THEREFORE, BE IT RESOLVED that the Colusa County Board of Supervisors certifies the nature of the employment of Marcos Kropf as described herein and in the attached contingent employment offer.

BE IF FURTHER RESOLVED that this appointment is necessary to fill the critically needed position of County Administrative Officer for the County of Colusa by October 1, 2025, due to the retirement of the existing County Administrative Officer on September 30, 2025.

BE IF FURTHER RESOLVED that Marcos Kropf is appointed as the Interim County Administrative Officer consistent with this resolution.

Passed and adopted this 30th day of September, 2025 by the following vote:

AYES:

NOES:

ABSENT:

Daurice K. Smith, Board Chair

APPROVED AS TO FORM:

ATTEST: Wendy Tyler, Clerk to
the Board of Supervisors

Richard Stout, County Counsel

Patricia Rodriguez, Deputy Clerk

**OFFICE OF THE
COLUSA COUNTY
COUNSEL**

605 Jay Street
Colusa, California 95932
Main: (530) 458-0895



Richard Stout
County Counsel
rstout@countyofcolusaca.gov

Jennifer K. Sutton
Senior Deputy County Counsel
jsutton@countyofcolusaca.gov

September 24, 2025

Marcos Kropf, Esq
727 Santa Rita Way
Sacramento, CA 95864

RE: Conditional Offer of Employment

Dear Marcos:

This letter constitutes a conditional offer of employment for a temporary PERS Annuitant position as the Interim County Administrative Officer with Colusa County for the period of October 1, 2025-November 30, 2025 at the rate of UDH53, Salary Step 15, \$140.31/hr. In addition to the Salary stated above, the County agrees to allow intermittent telecommuting and pay a travel stipend of \$75 per day for each day you travel to the CAO office in Colusa, CA. This offer is contingent upon the following:

- Passing the Department of Justice and FBI fingerprint examination
- Formal appointment by the Board of Supervisors at the advanced salary step on September 30, 2025

This position does not qualify for any benefits and total work hours are limited to 960 hours in a fiscal year.

Please contact me should you have any questions or concerns.

Sincerely,

RICHARD STOUT
County Counsel

Acceptance:

By signing and dating below, I, Marcos Kropf, accept this conditional job offer with the County of Colusa for the position of Interim County Administrative Officer.

Dated: September 25, 2025

MARCOS KROPF

Attachment: employment offer.acceptance (10833 : Appointment of Extra Help PERS Annuitant Interim County Administrative Officer)



Request For County Board of Supervisors Action

MEETING DATE: September 30, 2025

DEPARTMENT: County Counsel

FROM: Richard Stout

SUBJECT: Approve Travel Reimbursement Agreement

Approve Travel Reimbursement Agreement with Marcos Kropf.

Detailed Description/Background of request

Mr. Kropf has requested a flat stipend of \$75 per day for his round trip travel to Colusa. Under Government Code section 21221(h), an annuitant cannot receive compensation for the job above the maximum hourly rate set for the position, and cannot receive additional compensation in lieu of the benefits they will not receive. This stipend does not qualify as compensation for the position or compensation in lieu of benefits. Rather, it is reimbursement of a direct expense incurred in connection with working the interim position. It would only be paid to the extent Mr. Kropf travels to Colusa and it is less than current mileage rates. Although, commute mileage may not customarily be a reimbursable expense, the Board has discretion to allow it in this case.

Prior Board Action

None

Fiscal Impact/Funding Source

Maximum cost of \$3,000 should travel occur 5 days per week, excluding county holidays. This cost is budgeted in the 25/26 budget.

Action for the Clerk

Obtain signatures.

ATTACHMENTS:

- kropf travel (DOCX)

AGREEMENT FOR TRAVEL COST REIMBURSEMENT

This Agreement is made and entered into this 30th day of September, 2025, by and between the **County of Colusa** ("County") and **Marcos Kropf** ("Employee").

1. Purpose

The purpose of this Agreement is to set forth the terms under which the County will reimburse Employee for travel costs incurred in commuting from his home to Colusa County for work.

2. Reimbursement

The County agrees to reimburse Employee at a rate of **Seventy-Five Dollars (\$75.00) per day** for each day Employee is required to travel from his residence to Colusa County for the purpose of performing his official duties.

3. Payment

Reimbursement shall be processed through the County's accounts payable process, and shall not be subject to withholding.

4. Term

This Agreement shall commence on October 1, 2025, and shall remain in effect until November 30, 2025 or until terminated by either party upon five (5) days' written notice.

5. Entire Agreement

This document constitutes the entire agreement between the parties regarding travel reimbursement and supersedes any prior oral or written understandings. Any amendment to this Agreement must be in writing and signed by both parties.

6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

COUNTY OF COLUSA

EMPLOYEE

Daurice K. Smith

Marcos Kropf

APPROVED AS TO FORM

ATTEST: Wendy G. Tyler, Clerk of the
Board of Supervisors

Richard Stout, County Counsel

By

Patricia Rodriguez, Deputy

Attachment: kropf travel (10843 : Travel Reimbursement Agreement)

