



## AGENDA ITEM 6A

**MEETING:** May 16, 2018  
**TO:** Humboldt LAFCo Commissioners  
**FROM:** Paul Brisso, Legal Counsel  
**SUBJECT:** **LAFCo Executive Officer Staffing Services Contract**  
The Commission will receive a report regarding proposals received in response to the Commission's Request for Proposals (RFP) for its Executive Officer Staffing Services Contract.

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Local Agency Formation Commissions (LAFCos) are individually responsible under the Cortese-Knox-Hertzberg Local Governmental Reorganization Act of 2000 for making their own provisions for personnel and facilities. In making their own provisions, LAFCos may choose to contract with a public or private entity in accordance with Government Code Section 56380. The CKH Act also prescribes personnel requirements for LAFCo under Government Code Section 56384, and marked by appointing an executive officer to conduct and perform the day-to-day business of the agency. This statute also directs LAFCos to appoint additional staff as it deems appropriate in fulfilling its regulatory and planning duties.

### BACKGROUND

Humboldt LAFCo has contracted with Planwest Partners Inc. for executive officer services since 2007, with contract renewal considered every two-years by mutual written agreement. At the March 2016 meeting, the Commission discussed its professional services contracts and approved a recommendation to extend contracts for an additional two-years, through June 30, 2018, with a commitment to carry out a Request for Proposals (RFP) process for the next two-year contract period: July 1, 2018 – June 30, 2020.

Because it was anticipated that Planwest Partners, Inc. would probably submit a proposal for continued executive officer services, legal counsel was tasked with providing staff assistance to the Commission in the RFP process.

At the March 21, 2018 meeting, the Commission reviewed a draft RFP and directed distribution by legal counsel in coordination with the appointed Selection Recommendation Committee, consisting of Commissioners McPherson, Nicolini, and Long. A notice of RFP distribution was posted on the LAFCo website, sent to CALAFCO for distribution on the state-wide LAFCo Executive Officer List-Serve, sent to local consulting firms, posted on a bulletin board at the Humboldt County Courthouse, published in the Northcoast Journal, and published as a legal notice in the Times Standard on three dates (4/1, 4/3, and 4/8). The deadline for submitting proposals was April 27, 2018.

Two submittals were received in response to the RFP. One proposal was from Grafton Staffing Companies of Overland Park, Kansas and appeared, in the opinion of legal counsel, to not be a proposal to actually provide executive services, but a solicitation for a contract to conduct an executive search on behalf of the Commission. The other proposal was submitted by Planwest Partners Inc., the entity that currently provides executive officer services.

Both submissions were forwarded by legal counsel to the Selection Recommendation Committee for review. Planwest proposes to continue to provide staffing services with transition of key staff roles. This includes assigning Colette Metz as LAFCo Executive Officer, George Williamson as LAFCo Senior Advisor, and Sarah West as LAFCo Analyst/Clerk. Planwest's full proposal is included as Attachment A.

Legal counsel defers additional comment on this issue to the members of the Selection Recommendation Committee.

## **RECOMMENDATION**

It is recommended the Commission discuss Planwest's Executive Officer Staffing Services proposal and provide direction concerning contract authorization. Potential options include, but are not limited to, acceptance of the proposal as submitted, interviewing the Planwest applicants concerning details of the proposal, negotiating with the Planwest applicants re possible modification of the proposal, and/or rejecting all proposals and continuing the search process.

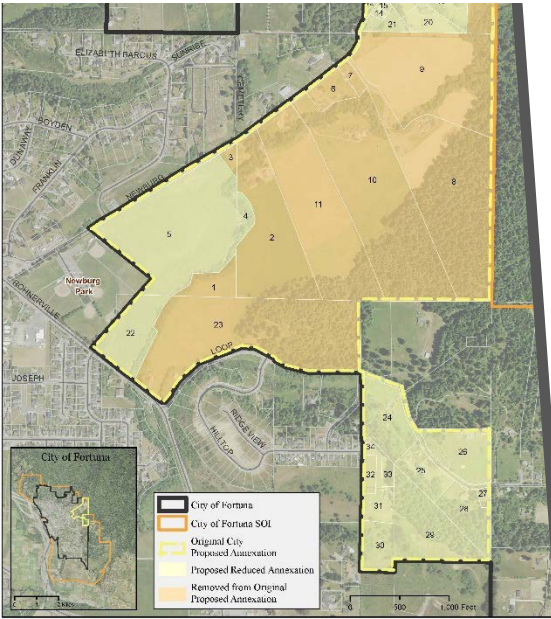
## ***Attachments***

Attachment A: Planwest Proposal for Executive Officer Services

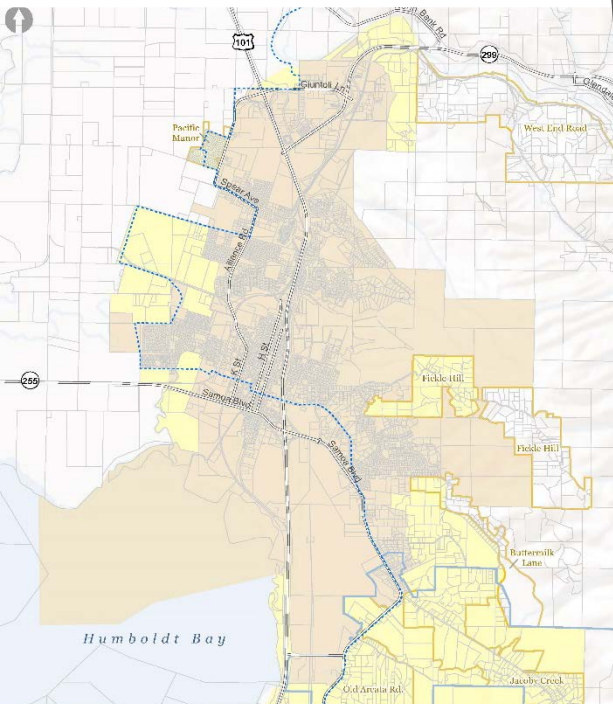
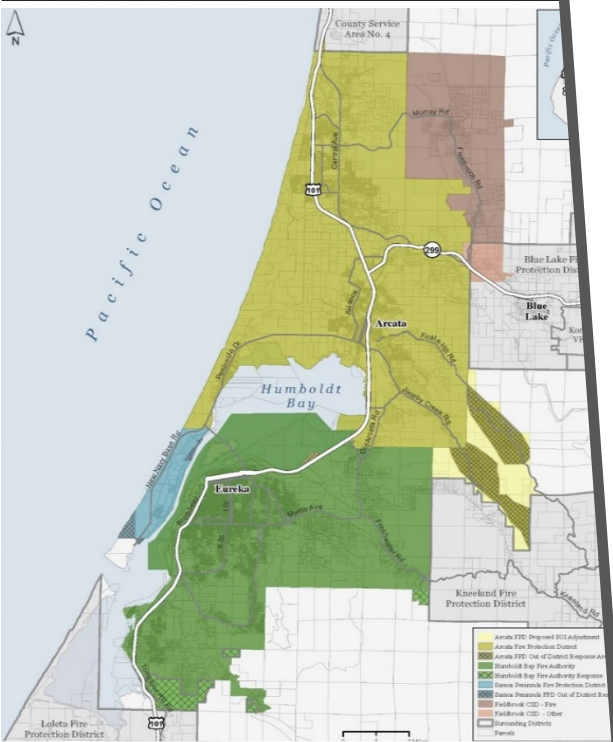


# HUMBOLDT

*Local Agency Formation Commission*



Reduced Proposed Strongs Creek Valley Annexation City of Fortuna



# PROPOSAL FOR EXECUTIVE OFFICER SERVICES

April 27, 2018

Submitted to:

Mitchell, Brisso, Delaney & Vrieze LLP

Attn: LAFCo Selection Committee

814 Seventh Street

Eureka, CA 95501

Submitted by:



1125 16th Street, Suite 200

Arcata, CA 95521

April 27, 2018

Humboldt LAFCo  
Selection Committee  
814 Seventh Street  
Eureka, CA 95501

**RE: Proposal to Provide Contract Executive Officer Services to Humboldt LAFCo**

Dear Humboldt LAFCo Commission,

Planwest Partners proposes to continue to provide Executive Officer Staffing Services to the Commission. Our proposal demonstrates our in-depth experience in local governmental services, our broad array of skills in LAFCo administration and operations, and our deep commitment to advancing the role of Humboldt LAFCo.

Since 2007, Planwest has enjoyed providing staffing services to Humboldt LAFCo. As your current Executive Officer and staff, we are very proud to be part of the significant achievements and accomplishments of the Commission. Together, we have focused on building relationships with member agencies, providing them with resources and technical assistance, and involving them in the processes of LAFCo. The range of studies that the Commission has adopted under our service reflect broad city, county and district participation. We have shifted our focus from evaluating the individual service provider to evaluating services and opportunities for restructuring at the regional level. Our work is comprehensive and includes important research not previously provided in Commission documents. Together, staff and the Commission have accomplished many projects in the last 11 years, significantly furthering the mission of LAFCo. We are full of appreciation and gratitude- for the organization, Commissioners, and colleagues at Humboldt LAFCo.

Our team has been restructured to best provide the Commission with excellent LAFCo expertise, outstanding technical support, and cost-effective administration to enable the Commission to make well-informed decisions. If selected, I would serve as your Executive Officer. It has been my honor to serve the Commission in an administrative and analyst capacity for seven years. Over time, I have stepped into a substantive staffing role supporting your current Executive Officer, George Williamson. Both of us feel confident that my knowledge and experience will provide you with the continuity of Executive Officer service you have grown to know. I am excited to engage closely with the Commission and explore how we may further support the vision and needs of the Commission. Furthermore, George Williamson will continue to provide his support and knowledge in a senior advisory role. Also, Sarah West, who currently provides analyst and administrative support for the Commission will step into the Analyst/Clerk role. As a cohesive, tight-knit team we will continue to provide you with unrivaled Executive Officer services.

We appreciate the opportunity to submit our proposal and look forward to the opportunity to answer any questions you may have.

Sincerely,

Colette Metz, Senior Planner  
Planwest Partners, Inc.  
707.825.8260, colettem@planwestpartners.com  
1125 16th Street, Suite 200. Arcata, CA 95521

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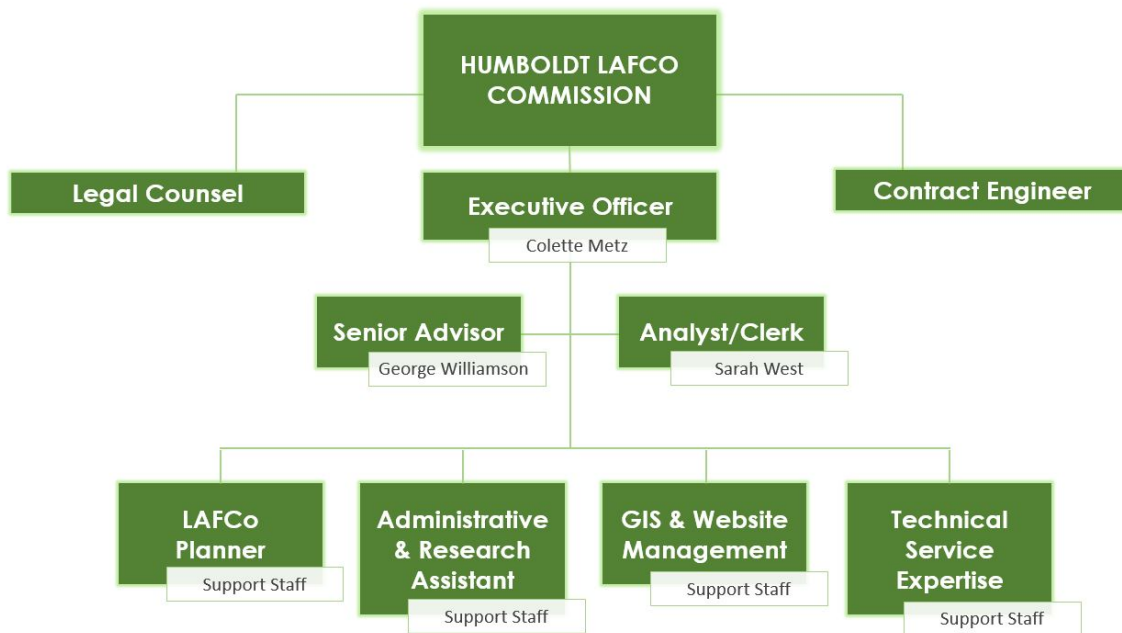
# Consultant Statement of Qualifications

## PLANWEST PARTNERS, INC.

Planwest Partners is a community planning consulting firm serving North Coast communities since 1997. Planwest has more than 24 years of combined Executive Officer experience. Currently, we provide contract staffing services to Humboldt, Del Norte, and Shasta LAFcos, and previously to Mendocino LAFco. Through successful completion of contracted LAFco work and regularly attending CALAFco Conferences and Staff Workshops, we remain abreast of current Cortese-Knox-Hertzberg Act regulations and LAFco policies. Furthermore, Planwest will be drawing upon our team’s local expertise and knowledge that has been cultivated over the last 11 years of staffing Humboldt LAFco. We endeavor to continue offering a collaborative and resourceful approach to providing services to Humboldt LAFco.

## EXECUTIVE OFFICER TEAM

Our project team offers both continuity and a keen awareness of Humboldt LAFco’s past projects, present staffing needs, and overall Commission priorities. Planwest is intimately involved in overseeing LAFco’s planning and regulatory activities and is available to the Commission, member agencies, and the general public on an on-going basis. We’ve included a brief description of team leader experience and qualifications of our core project team. The following section describes the roles and general duties of each staff person.



## CORE LAFCO TEAM:

### **Colette Metz, LAFCo Executive Officer**

As the Executive Officer, Colette Metz will oversee LAFCo staff and support the Commission in carrying out its mission and primary policy directives. Since 2011, Colette has served as Humboldt LAFCo's administrator and analyst, processing over 25 boundary change applications, preparing a range of agency and service-specific MSR/SOI updates, developing clear and concise staff reports for agenda packets, and providing technical assistance to member agencies. During this time, she has effectively built strong working relationships with elected officials and public agency staff. As Executive Officer, her role will continue to include managing projects, tasks, time-tracking, scheduling, budgeting, website oversight, keeping current on LAFCo procedures and legislation, attending meetings, presenting hearing items, and other LAFCo duties. In particular, she is committed to working closely with the Commission on its desired direction, including improving the overall understanding of LAFCo's role among member agencies and the community.

### *Colette Metz, Senior Planner & Partner*

#### **EDUCATION**

*Humboldt State University*  
B.S., Natural Resources Planning and Interpretation, 2006

#### **TRAINING/PROFESSIONAL AFFILIATIONS**

National Charrette Institute, Charrette System Certificate, 2011

Humboldt Area Foundation, Cascadia Leadership Program 2012

HSU Leading Organizational and Community Change Courses 2017

Toastmasters

### **George Williamson, AICP LAFCo Senior Advisor**

Planwest Principal George Williamson will serve as LAFCo Senior Advisor and will provide overall guidance to LAFCo staff and the Commission. He has 11 years of experience providing executive officer services to Humboldt LAFCo through a team structure that has allowed for leadership development at both the staff and Commission levels. Mr. Williamson intends to take an advisory role and feels the transition of Executive Officer duties and responsibilities to Colette Metz is timely, considering her broad skill set and leadership abilities. He will remain closely involved in ongoing projects such as overseeing conditions compliance for the Peninsula CSD formation and will continue to provide his LAFCo process and planning expertise on an as-needed basis to staff and the Commission. Additionally, Mr. Williamson will be available to guide Commission meetings should the Executive Officer be unable to attend.

### *George Williamson, Principal Planner*

#### **EDUCATION**

*San Diego State University, CA*  
Master of City Planning, 1988

*Portland State University*  
B.S., Social Science w/ Urban Studies Certificate, 1976

#### **TRAINING/PROFESSIONAL AFFILIATIONS**

American Institute of Certified Planners, 1983

American Planning Association Life Member, 1981

Arcata Energy Committee Chairperson, 2014-current

Efficiency Sales Professional Institute Certification, 2012

## **Sarah West** **LAFCo Analyst/Clerk**

Sarah West will serve as LAFCo Analyst/Clerk and will play an integral part of the Executive Officer team providing support to the Commission. In the role of Clerk, Sarah will attend LAFCo meetings, work closely with the Executive Officer, and help oversee the day-to-day operations of the LAFCo Office including but not limited to: customer service, correspondence, noticing, preparation of resolutions and minutes, and maintenance of records and website. As Analyst, Sarah will take a lead role in coordinating municipal service reviews and sphere of influence updates. She is very familiar with the policy and procedural requirements of the Cortese-Knox-Hertzberg Act and how they are applied to application processing, sphere of influence determinations, and reorganization procedures related to the efficient delivery of public services. She has been deeply involved in all aspects of fire services planning efforts, including preparing the first regional fire services MSRs for Humboldt LAFCo. In addition, her public outreach experience has been tremendously useful during Avenue Fire Cooperative meetings and discussions surrounding future service provision and reorganization options.

*Sarah West, Associate Planner*

### **EDUCATION**

*Humboldt State University*  
B.S., Environmental Management,  
Protection & Planning, 2015

### **TRAINING/PROFESSIONAL AFFILIATIONS**

UC Davis Extension Environmental Site  
Planning and Analysis, 2017

HSU Leading Organizational and  
Community Change Courses, 2016-2017

Humboldt Area Foundation, Cascadia  
Leadership Program, 2017

Toastmasters  
2015 -Present

## **LAFCo SUPPORT STAFF:**

Beyond the core team identified above, Planwest's planning and technical support staff are available as needed to assist with a wide variety of administrative tasks, document preparation, and other select projects. The utilization of support staff will be strategic and focused based on the needs of Humboldt LAFCo. The roles of LAFCo support staff are described in more detail below.

### **LAFCo Planners**

In coordination with the Analyst/Clerk, the LAFCo Planner helps prepare Municipal Service Reviews and Sphere of Influence Updates, interfaces with agency staff, and assists the EO and Clerk with administrative tasks, as necessary.

### **Administrative & Research Assistants**

The Administrative & Research Assistant provides basic support and research assistance during the preparation and revision of the Municipal Service Reviews and Sphere of Influence Updates. This includes preparing agency requests for information, conducting data collection and analysis, and developing baseline information used in the reports. The Assistant also provides office support services as needed.

### **GIS and Website Management**

The GIS Analyst provides in-house mapping services for all LAFCo-related projects and studies. This includes managing LAFCo's GIS boundary-database and keeping spatial records of jurisdictional boundary changes, sphere of influence boundaries, water service areas, and fire response areas. Our GIS specialist creates useful figures to help member agencies make informed decisions for determining boundary and sphere of influence changes, annexations and detachments, and documenting critical infrastructure and services. As

IT personnel, they maintain the Humboldt LAFCo's website, including coordinating with staff regarding the timely posting of hearing notices, agendas, minutes, staff reports, studies, and other relevant documents.

### **Technical Service Expertise**

Planwest has long-standing relationships with several sub-contractors with specialized expertise in the provision of fire, water, and wastewater services. Our technical service experts are available on an as-needed basis for CKH-mandated functions of LAFCo, such as providing technical review of complex applications; advising on unique service needs identified during the municipal service review process; and otherwise supporting staff when reviewing studies related to the efficient delivery of public services and local growth and development options.

## **Approach to Providing Services**

The Planwest team is uniquely qualified and committed to continuing the assigned duties and responsibilities of the Executive Officer, as outlined in the RFP. Our approach to providing staffing services is grounded in providing quality work products, responsive customer service, and collaborative problem-solving. A description of basic duties and services is provided below.

### ***Operations and Office Staffing***

Planwest proposes to maintain the LAFCo office at 1125 16<sup>th</sup> Street, Suite 202, Arcata, CA. We will continue to keep dedicated office space affordable and only charge for costs associated with the LAFCo phone line, website, printing, and postage. Planwest will continue to manage the day-to-day operations of the Commission, including maintaining LAFCo's files and records, prepare technical and administrative reports and written correspondence (including agendas, staff reports, public notices, resolutions, recordings, filings, and minutes), and responding to inquiries from agency representatives and members of the public.

### ***Communications***

Planwest is committed to building strong working relationships with member agencies and the public. We understand there is limited knowledge of LAFCo's mandated functions and responsibilities, and how state and local policies guide LAFCo decision-making. Through technical assistance, outreach and information sharing, Planwest has been able to enhance LAFCo's role as a resource and partner to address local and regional service needs. For instance, Humboldt LAFCo has become a member of the newly formed Humboldt Area Chapter of the California Special Districts Association, which provides a local forum for networking and information sharing. In addition, we have built a strong partnership with the Humboldt County Fire Chiefs Association and County staff to assist with sustainable fire services planning efforts throughout the County. At the state-level, we have helped to promote Humboldt LAFCo through our growing involvement with CALAFCO.

### ***Application Processing Services***

Guiding applicants through the proposal development, processing, and completion process is a vital role of LAFCo staff. Planwest provides technical and policy guidance to prospective applicants early-on in the proposal development phase to help them with pre-application development and review. Planwest communicates effectively with stakeholders and keeps all affected agencies informed throughout the Commission review process. We notify affected and interested agencies upon receiving a proposal for a change of organization or reorganization, and we work to address questions and concerns prior to hearing. We have built strong working relationships with staff in various County departments, including the assessor, auditor, surveyor, public works, environmental health, and planning and building to coordinate review,

entitlements, and other matters such as property tax negotiations. When needed, we work with applicants to identify alternatives that address agency/residential concerns or which may more-fully comply with the considerations of the CKH Act.

### ***Commission Meetings and Proceedings***

The Planwest team includes trained facilitators that are well-versed at guiding informative, productive meetings. Public transparency, accessibility, and time-management are key to successfully administering LAFCo activities related to Commission agendas, notices, hearings, and minutes. We understand the intricacies of the Ralph M. Brown Act, the requirements of the California Environmental Quality Act (CEQA), and the complex proceedings required for different types of proposals (incorporation, annexation, detachment or consolidation) as provided in the CKH Act. We work with Legal Counsel on issues related to legislative authority, conflict of interest, complex procedures, and other issues as needed. With budget considerations in mind, as staff, we continually look for ways to support the Commission and provide a high standard of thoughtful decision-making for all LAFCo actions.

### ***LAFCo Studies***

Planwest prepares both routine and complex special studies as mandated by LAFCo statute, including municipal service reviews and spheres of influence updates. Our approach is to provide customized outreach and assistance to member agencies to increase understanding of service, governance and funding needs. Given the range of characteristics of service providers, a one size fits all approach is not always appropriate. We have greatly expanded the scope and content of service reviews, developing regional service-specific MSRs that consider shared trends relating to the adequacy, capacity, and cost of providing essential governmental services. We present our analysis in a clear format with both written determinations and supplemental tables, graphs, and spatial data to demonstrate our conclusions. The MSRs are a significant resource and have lasting value for member agencies and the public as time goes on.

### ***Budgeting***

LAFCo funds are held with the County Auditors Department. Over the years, Planwest has been able to operate consistently under budget which has allowed for the growth of the Commission's reserve fund. We work to ensure timely payments of claims and deposits of revenues, and track costs separately for each contractor, project, and applicant. On an annual basis, Planwest prepares a proposed and final budget for Commission review and circulates these to member agencies. We have been able to control costs and through operational and program efficiencies.

### ***Environmental Review Services***

With the exception of actions to set spheres of influence, LAFCo typically serves as a Responsible Agency under CEQA. As such, typically the Lead Agency prepares and circulates Initial Studies, Notices of Preparation, and draft/final EIRs to LAFCo for review and comment. Prior to circulation, LAFCo staff meets with the Lead Agency and project proponent for early consultation (scoping) to provide guidance on appropriate review of potential impacts as they relate to LAFCo interests. During circulation, the LAFCo Executive Officer will provide comments to the Lead Agency regarding potentially significant effects, adequacy of mitigation measures, and related matters. In some cases, responses may be referred to the Commission for consideration prior to submittal to the Lead Agency.

## Cost and Budget

The following table summarizes the estimated costs for contract staffing services, including staff hourly-rates, estimated costs for staff services by position, and the proposed MSR/SOI work program for the next two fiscal years. LAFCo staff completed regional fire services MSRs in FY 2017-18, which served to document out of district response areas and opportunities to expand and consolidate services. In FY 2018-19, LAFCo staff will be comprehensively updating six City MSR/SOIs (note, the city of Eureka's MSR was last updated in 2014 and is not budgeted for this cycle). Beginning in FY 2019-20, LAFCo staff will prepare regional water and wastewater services MSRs. All fees charged on a time and materials basis.

Account	Expense Description	FY 2018-19	Estimated Staffing Summary
	<b>Staffing</b>		
2255	Legal Fees	\$5,000	Contract with Mitchell, Brisso, Delaney & Vrieze
2118	Professional Services (MSRs/SOIs)	\$48,000	LAFCo staffing for MSR/SOI prep
	Cities (6): Arcata, Blue Lake, Ferndale, Fortuna, Rio Dell, Trinidad	\$48,000	Average \$8,000 for each City MSR proposed in FY 2018-19
	Special Districts (0)	\$0	Note: Regional water/wastewater MSRs proposed in FY 2019-20
2118	Professional Services (Staffing)	\$55,000	LAFCo staffing for basic services
	Executive Officer (Colette Metz)	\$24,750	~ 269 hrs @ \$92/hr
	Analyst/Clerk (Sarah West)	\$19,250	~ 247 hrs @ \$78/hr
	Senior Advisor (George Williamson)	\$11,000	~ 98 hrs @ \$112/hr
2118	Professional Services (Applications)	\$30,000	LAFCo staffing for application processing activities; application deposit estimate provided; full cost recovery and tracking
2323	Special Dept Expense	\$0	
2325	Contract Services	\$0	
	<b>Staffing Total</b>	<b>\$138,000</b>	
	<b>Services and Supplies</b>		
2106	Communications	\$160	LAFCo phone # forwarded to office
2107	Duplicating	\$300	In-house printing and duplicating
2110	Insurance	\$2,200	SDRMA
2115	Memberships	\$4,100	CSDA & CALAFCO active with both
2116	Postage	\$100	In-house postage meter for mailing
2117	Office Supplies	\$0	Maintain necessary supplies in-house
2119	Publications & Legal Notices	\$1,000	Hearing notice publications
2121	Rents & Leases - Structures	\$5,400	Maintain LAFCo address and office space
2123	Special Departmental Expense	\$700	Meeting honorariums
2125	Transportation & Travel	\$800	Commissioner travel reimbursements
2147	Media	\$200	Maintain LAFCo domain name and website
2225	Transportation Out of County	\$6,200	Conference travel expenses
2614	Staff Development & Training	\$2,600	Conference registrations
	<b>Services and Supplies Total</b>	<b>\$23,760</b>	
	<b>Total Proposed Budget for FY 2018-19</b>	<b>\$161,760</b>	

## References

**Cybelle Immitt, Senior Planner**  
Humboldt County Public Works  
(707) 267-9542  
[cimmitt@co.humboldt.ca.us](mailto:cimmitt@co.humboldt.ca.us)

**Liz Shorey, Deputy Director**  
City of Fortuna  
(707) 725-1408  
[lshorey@ci.fortuna.ca.us](mailto:lshorey@ci.fortuna.ca.us)

**John Miller, Senior Planner**  
Humboldt County Planning and Building  
(707) 268-3781  
[jpmiller@co.humboldt.ca.us](mailto:jpmiller@co.humboldt.ca.us)

**Lon Winburn, Chief**  
Fortuna Fire Protection District  
(707) 725-5021  
[lwinburn@fortunafire.com](mailto:lwinburn@fortunafire.com)

**Larry Oetker, Executive Director**  
Humboldt Bay Harbor, Recreation and  
Conservation District  
(707) 443-0801  
[loetker@humboltdbay.org](mailto:loetker@humboltdbay.org)

## Disclosure

Planwest Partners currently has three public agency contracts within Humboldt County. We do not currently have contracts with any private parties likely to do business with LAFCo. As is the current/historic practice, whenever there is a perceived or potential for a conflict of interest with Humboldt LAFCo and another client, Planwest will utilize a subcontractor to work with the commission to neutrally manage the LAFCo-related project. A summary of our open contracts is provided below.

**Humboldt Bay Harbor, Recreation, and Conservation District** – Since 2014, Planwest has provided District Planner staffing services by contract with the Harbor District. Staffing services for this client are led by Planwest Principal George Williamson and Senior Planner Vanessa Blodgett.

**Scotia Community Services District** – Since 2015, Planwest has provided General Manager staffing services by contract with the Scotia Community Services District. Staffing for this client is led by Planwest Associate Planner Leslie Marshall, who serves as Contract General Manager. Additionally, several subcontractors are working under this contract, including Steve Tyler (Contract Operations Superintendent) and Steve Davidson (Contract District Engineer).

**City of Ferndale** – Since 2007, Planwest has provided City Planner staffing services by contact with the City of Ferndale. Staffing for this client is currently provided by subcontractor Stephen Avis, who lives in Ferndale.