



## AGENDA ITEM 6B

**MEETING:** March 18, 2020  
**TO:** Humboldt LAFCo Commissioners  
**FROM:** Colette Metz Santsche, Executive Officer  
**SUBJECT:** **Professional Services Contracts for Executive Officer and Legal Counsel**  
The Commission will receive a report regarding its professional services contracts for Executive Officer and Legal Counsel. The current term for both contracts are effective through the 2019-20 fiscal year.

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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 no employees and has contracted with Planwest Partners Inc. for executive officer services since 2007, and with the Mitchell Law Firm for legal counsel services since 2012. Both contracts may be renewed or extended by mutual written agreement. The typical term for contract extensions is two-years.

In 2018, the Commission carried out a Request for Proposals (RFP) process for executive officer services for the two-year contract period (July 1, 2018 – June 30, 2020). The Commission accepted Planwest's proposal to continue to provide staffing services with transition of key staff roles, including assigning Colette Metz Santsche as LAFCo Executive Officer and George Williamson as LAFCo Senior Advisor. A continuance of this staffing structure is proposed.

### DISCUSSION

This item provides the Commission the opportunity to provide early feedback on its professional services contracts to help ensure consistency with membership preferences with regard to the manner and means in which staffing contracts are executed at Humboldt LAFCo. The Commission has the option to extend its current contracts or carry out a recruitment process.

## **RECOMMENDATION**

Staff recommends the Commission discuss this item and provide direction for the next two-year contract period (July 1, 2020 – June 30, 2022) for executive officer and legal counsel services.