



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Submitted on:**  
**(COB Stamp)**

**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** June 24, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

**TO:** Board of Supervisors  
**FROM:** Department Director(s): Kirk Lagerquist, Director  
Contact: Lynne Dible, Assistant Director  
**SUBJECT:** Multi-Department Master Service Agreements – All Districts

DocuSigned by:  
*Kirk Lagerquist*  
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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence: Procurement, Risk Management**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, and direct the Chief Procurement Officer ("Purchasing Agent") to execute and administer, the fiscal year 2025-2026 Master Service Agreements ("MSAs") with the contractors, and in the amounts, set forth in the attached Master Service Agreement Listing – June 24, 2025 (Attachment 1) for the services specified in the respective Statement(s) of Work attached as Exhibit A to such MSAs (Attachment 2); and
- b) Determine that the above actions are not a "project" and are exempt from California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA guidelines because they are organization or administrative activities of government that will not result in direct or indirect physical changes to the environment.

**Summary Text:**

The Master Service Agreements being established for fiscal year 2025-2026 contain specific services widely used amongst all County Departments that the Purchasing Agent will manage throughout the term. The MSAs listed on Master Service Agreement Listing – June 24, 2025 (Attachment 1) are substantially similar to the template Master Service Agreement for independent contractor services

exceeding \$200,000 in annual aggregate cost approved by the Board of Supervisor on January 10, 2023 ("MSA Template"). Each MSA listed on Master Service Agreement Listing – June 3, 2025 provides for certain independent contractor services as specified in the Statement(s) of Work attached as Exhibit A to such MSAs (Attachment 2), and may include other terms and conditions on file and approved by County Counsel and Risk Management, as appropriate. Below and included as Attachment 1 is a brief summary of the services to be provided:

1. **Change Agents Training, LLC.** - Contractor provides trainings to County employees using innovative tools and methodologies to help solve customer problems. Trainings include educational workshops, leadership programs, "Train the Trainer" programs, and expert consulting.
2. **Coastal Tree Service** - Contractor provides tree-related services such as tree maintenance, pruning, removal, planting, chipping, and stump gridding. Services also include arborist consulting and equipment usage of chippers, bucket trucks, and other skid steers.
3. **Fighting Back Santa Maria Valley** - Contractor recruits volunteers to participate in the Neighborhood Restorative Justice Panels via media campaigns. Services also include in-person trainings and presentations as it pertains to the campaigns.
4. **Granicus LLC** - Contractor provides online services, website & CMS, digital communications strategies, public meeting experience, and record managements. This includes, but not limited to, software such as CampaignDocs, Legistar, DisclosureDocs, and VotCast.
5. **Industrial Truck Bodies** - Contractor provides truck and vehicle related services to County vehicles. This includes installation of liftgates, toolboxes, entry steps, winches, inverters, and custom built auto products. Contractor is also utilized for repair services to vehicles.
6. **Insight & Strategies** - Contractor conducts executive coaching sessions to County employees. This includes developing coaching goals, leadership training, staff retreats, and strategic planning for future goals.
7. **Pacific Petroleum California, Inc.** - Contractor collects, transfers, and disposes both hazardous and non-hazardous materials throughout the County. Services also include cleaning these materials and providing equipment such as backhoes, graders, compactors, excavators, forklifts, air compressors, and generators.
8. **Padre Associates, Inc.** – Contractor provides environmental science services and geo-environmental engineering services, including, but not limited to, archaeological surveys, Tribal land surveys, tree surveys, habitat conservation plans, and stormwater pollution prevention plans. Services also include environmental consultation and assisting County with presentation of environmental findings.
9. **PATH** - Contractor provides interim housing program services for homeless individuals. This includes providing year-round beds for County agencies, on-site health clinics, mental healthcare, substance counseling, and employment assistance.

- 10. R L F Trucking & Grading Corporation** - Contractor provides trucking and hauling services. The services include, but not limited to, trucking asphalt, trash, recyclables, dirt, rocks, refuse, grindings, and aggregate materials.
- 11. Simpler Systems, Inc.** – Contractor provides management of data applications that involve County information. This also includes data analysis, modification of applications, configuration of data, train technical staff/end user, and documentation creation.
- 12. Tetra Tech, Inc.** - Contractor provides inspections, monitoring, and document preparation of oil spill control, stormwater, and surface water regulations. These services support areas such as the landfill gas system, material recovery facility, and composting operations by providing studies, assistance with documents, permitting, design, construction support, and operations.
- 13. TruePoint Solutions LLC** - Contractor provides software support and administration for the Accela Civic Platform, which includes configuration assistance, scripting assistance, reporting, data cleanup and administrative tasks. Contractor also provides custom interface capabilities and website development.

**Background:**

The County's Procurement Services Division ("Purchasing") is focused on analyzing contracts, contractors, and spend amounts across County departments, and working on a Countywide level to make informed decisions on strategic sourcing opportunities. Purchasing leads the process of evaluating whether to participate in cooperative purchasing agreements and creating and managing certain countywide purchasing contracts.

Pursuant to County Code §2-42, the Purchasing Agent is authorized to engage independent contractors to perform services, with or without the furnishing of materials, within the limits provided by state law. Contracts for services of independent contractors with an annual aggregate cost in excess of \$200,000 are subject to Board approval.

On January 10, 2023, the Board of Supervisors approved the MSA Template and administrative changes to streamline the process for Board approval of such MSAs. Under such streamlined MSA procedures, Purchasing drafts, packages, presents for Board approval, and administers multi-Department MSAs exceeding the aforementioned \$200,000 threshold using the Board-approved MSA Template, Statement(s) of Work attached thereto specifying the services to be provided thereunder as requested by participating County departments, and other terms and conditions on file and approved by County Counsel and Risk, as appropriate.

The updated MSA process enables Purchasing to propose that the Board approve an MSA with a contractor who is routinely being utilized by multiple County departments for similar services when the annual aggregate amount of County payments to such contractor exceeds, or is expected to exceed, \$200,000.

Purchasing then tracks and manages the aggregate dollar amounts of payments made under each Board-approved MSA on an ongoing basis throughout the term of such MSA, and recommends Board approval of amendments to such MSA as needed in order to increase the aggregate expenditure

amount authorized under such MSA, and/or to provide for additional services thereunder, e.g., in the event that additional County departments desire to procure such services thereunder during the term of such MSA.

**Fiscal and Facilities Impacts:**

Master Service Agreements allow departments to procure services without the concern of approaching the \$200,000 aggregate spend threshold per contractor. Procurement Services implementation of the MSA for high spend contractors significantly reduces the associated costs of County departments developing their own individual contract which include:

- Terms and Conditions negotiations
- Board Approval process
  - Board Letter development
  - Number of Board Letter Submissions
  - County Review from Risk Management, CEO, Auditor Controller, County Counsel

**Fiscal Analysis:**

The price(s) and other terms and conditions for specific services to be provided pursuant to an MSA are set forth in Statement(s) of Work attached as Exhibit A to such MSA (Attachment 2). Each County department is responsible for ensuring that sufficient appropriations are included in their respective adopted budget prior to submitting to Purchasing a request for inclusion in an MSA a Statement of Work for the services that such department desires to procure under such MSA.

**Special Instructions:**

Please send one (1) copy of the minute order to Lynne Dible, General Services at [ldible@countyofsb.org](mailto:ldible@countyofsb.org) and 1 (one) copy to Phung Loman, General Services at [ploman@countyofsb.org](mailto:ploman@countyofsb.org).

Austin Venezia to docket a fully executed agreement to the Clerk of the Board upon execution.

**Attachments:**

**Attachment 1** – Master Service Agreement Listing – June 24, 2025

**Attachment 2** – FY 25-26 MSA

**Contact Information:**

Austin Venezia  
Buyer II, General Services  
[auvenezia@countyofsb.org](mailto:auvenezia@countyofsb.org)