



**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:** May 12, 2026  
**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

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence: Procurement, Risk Management**

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 2026-2027 Master Service Agreements (“MSAs”) with the contractors, and in the amounts, set forth in the attached Master Service Agreement Listing – May 12, 2026 (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 action is not a “project” and is exempt from California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA guidelines because it is an organization or administrative activity of government that will not result in direct or indirect physical changes to the environment.

**Summary Text:**

The MSA being established for fiscal year 2026-2027 contains specific services widely used amongst all County Departments that the Purchasing Agent will manage throughout the Term. The MSAs listed on the Master Service Agreement Listing – May 12, 2026 (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 – May 12, 2026 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. **Bright Places, Inc** – Contractor provides customized leadership and team synergy education, specifically focusing on conflict resolution, HR strategies, and other related services. These are conducted via both in-person and online training, workshops, and one-on-one executive coaching.
2. **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.
3. **Coastal Tree Service** - Contractor provides tree-related services such as tree maintenance, pruning, removal, planting, chipping, and stump grinding. Services also include arborist consulting and equipment usage of chippers, bucket trucks, and other skid steers.
4. **Consortium Media Services** - Contractor provides media content creation revolved around department objectives to inform and educate individuals throughout the County about important health-related topics. Vendor also provides organized Campaign goals that increase community awareness and engagement to those who receive this information and utilizes tools, such as radio, to reach the target audiences.
5. **Government Consulting Partners** - Contractor provides consulting services including federal/full cost allocation plans, organizational analysis, internal service funds, and cost recovery policies. They also provide presentation material for County departments regarding fee reports and studies.
6. **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.
7. **Mark Crane’s Tree, Inc** - Contractor provides tree-related services, both standard and emergency, such as cutting, trimming, and removing trees located in County locations. Contractor also provides special equipment rentals, such as lifts, skid steers, and saws, for certain tree cutting tasks.
8. **Perez Landscaping** - Contractor specializes in tree maintenance, pruning, removal, planting, transplanting, cabling, brush/debris chipping, median maintenance, arborist consulting, and emergency services. In addition to Bobcat and Excavator rentals, Contractor also provides arborist consulting to aid with County tasks.

9. **Peterson's Tree Care Inc** - Contractor provides services for tree maintenance, pruning, removal, planting, transplanting, stump grinding, cabling, brush/debris chipping, and emergency services. Special equipment rental includes Aerial lifts, stump grinders, cabling-time and materials.
  
10. **Santa Maria Tire** - Contractor provides on-site and on-call tire services. This includes, but is not limited to: tire repair services, emergency roadside assistance, alignments, tire mounting and dismounting, and repairing tire caps.
  
11. **Tierra Verde Tree Care** - Contractor provides tree maintenance, pruning, removal, root pruning, root wall installation, tree planting, transplanting, stump grinding, cabling, brush/debris clearing/chipping, and emergency services. Services also include fire abatement and necessary related tasks.

**Background:**

The County's Procurement Services Division ("Purchasing") is focused on analyzing contracts, vendors, 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, 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, and 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:**

MSAs 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 1). 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 - May 12, 2026

**Attachment 2** – FY26-27 MSAs

**Contact Information:**

Austin Venezia  
Senior Procurement Specialist, General Services  
[auvenezia@countyofsb.org](mailto:auvenezia@countyofsb.org)