



**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:** September 9, 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

**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, ratify and direct the Chief Procurement Officer (“Purchasing Agent”) to execute and administer the annual Master Service Agreements (“MSAs”) with the contractors, and in the amounts, set forth in the attached Master Service Agreement Listing September 9, 2025 (Attachment 1) for the services specified in the respective Statement(s) of Work attached as Exhibit A to each such MSA (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 MSAs 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 the Master Service Agreement Listing – September 9, 2025 (Attachment 1) are to be executed and administered by the Purchasing Agent, and are substantially similar to the template MSA for

independent contractor services exceeding \$200,000 in annual aggregate costs approved by the Board of Supervisors on January 10, 2023 (“MSA Template”). The MSAs listed on Master Service Agreement Listing September 9, 2025, provide for certain independent contractor services as specified in the Statement(s) of Work attached as Exhibit A to each such MSA (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. **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.

### **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 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 – September 9, 2025

**Attachment 2** – FY 25-26 MSAs

**Contact Information:**

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