

AGENDA ITEM 6.B.

MEETING: November 4, 2025
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: Professional Services Contract for Executive Officer Services

BACKGROUND

Local Agency Formation Commissions (LAFCos) are responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) for making their own provisions for personnel and facilities. Pursuant to Government Code Section 56380, each LAFCo may contract with public or private entities to provide staff or services as needed.

Government Code Section 56384 further prescribes personnel requirements, including the appointment of an Executive Officer to perform the day-to-day business of the Commission. This section also authorizes LAFCos to appoint additional staff as necessary to fulfill their regulatory and planning responsibilities.

DISCUSSION

Trinity LAFCo does not employ staff directly and has contracted with Planwest Partners Inc. for Executive Officer services since Fiscal Year 2019–20. The current agreement has been amended three times to extend the contract term:

- Amendment No. 1 – Extended through FY 2020–21
- Amendment No. 2 – Extended through FYs 2021–22 and 2022–23
- Amendment No. 3 – Extended through FYs 2023–24 and 2024–25

The agreement may be renewed or extended by mutual written consent, typically for two-year terms. At this time, the Commission may choose to either extend the existing contract or initiate a recruitment process for Executive Officer services.

RECOMMENDATION

Staff recommends the Commission discuss this item and consider approving Amendment No. 4 to the Professional Services Agreement with Planwest Partners Inc. for Executive Officer services, as shown in Attachment A, thereby extending the term of the agreement through Fiscal Years 2025–26 and 2026–27.

Attachments:

Attachment A – Amendment No. 4 to Contract with Planwest Partners, Inc.

AMENDMENT NO. 4

**AGREEMENT BETWEEN
TRINITY LOCAL AGENCY FORMATION COMMISSION
AND
PLANWEST PARTNERS INC.
FOR PROFESSIONAL SERVICES**

THIS AMENDMENT ("Amendment No. 4") is made and entered into this 4th day of November 2025, by and between the Trinity Local Agency Formation Commission ("Trinity LAFCo") and Planwest Partners Inc., a professional planning consulting firm ("Contractor").

RECITALS:

WHEREAS, Trinity LAFCo and Contractor entered into an Agreement for Professional Services ("Agreement") for the provision of Executive Officer services through Fiscal Year 2019–20; and

WHEREAS, the Agreement was previously extended by Amendment No. 1 through FY 2020–21, Amendment No. 2 through FYs 2021–22 and 2022–23, and Amendment No. 3 through FYs 2023–24 and 2024–25; and

WHEREAS, the parties wish to further extend the term of the Agreement through the 2025–26 and 2026–27 fiscal years and affirm all other terms and conditions of the existing Agreement; and

WHEREAS, although this Amendment is being executed subsequent to the commencement of the 2025–26 fiscal year, both parties acknowledge that Contractor has continued to provide uninterrupted services under the terms of the existing Agreement and that this Amendment is intended to confirm and formalize that continuity of service.

NOW, THEREFORE, for and in consideration of the mutual covenants, promises, and agreements set forth herein, the parties agree to amend the Agreement as follows:

- I. **SCOPE OF SERVICES:** Contractor agrees to provide all of the services described in Exhibit "A" attached hereto and incorporated herein by this reference.
- IV. **FEES:** The fees for furnishing services under this Contract shall be based on the rate schedule attached hereto as Exhibit "B" and incorporated herein by this reference. Said fees shall remain in effect for the entire term of this Agreement.
- V. **TRINITY LAFCO COSTS:** Notwithstanding any other provision of this Agreement, in no event shall the total cost to Trinity LAFCo for the services provided herein exceed the adopted budgeted amounts for staffing services, municipal service reviews and sphere of influence updates, and at-cost travel expenses reimbursed at current IRS rates during any given fiscal year. These amounts are subject to revision through budget amendments adopted by Trinity LAFCo.
- XIII. **TERM OF AGREEMENT:** This Agreement shall be effective as of July 1, 2025, and shall remain in effect through June 30, 2027, unless amended in writing and approved by both parties.

IN WITNESS WHEREOF, the parties hereunto have executed this Agreement as the day and year first above written.

TRINITY LAFCO:

By: _____

Name: Jill Cox

Title: Chair, Trinity LAFCo

Date: _____

PLANWEST PARTNERS INC:

By: _____

Name: Colette Santsche, AICP

Title: Principal Planner/Partner, Planwest

Date: _____

EXHIBIT “A”

SERVICES TO BE PROVIDED BY CONTRACTOR

Operations and Staffing

Planwest will 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.

Application Processing Services

Planwest will provide technical and policy guidance to prospective applicants early-on in the proposal development phase to help them with pre-application development and review. When applications are filed, Planwest will notify affected and interested agencies and will work to address issues and concerns prior to hearing. Planwest will coordinate with 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, Planwest will 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

A Planwest representative will attend up to six (6) regular/special Commission meetings during the fiscal year. Planwest will work with Trinity County Legal Counsel on issues related to legislative authority, conflict of interest, complex procedures, and other issues as needed. Planwest will support the Commission and provide staff reports, resolutions and other support materials as needed for Commission decision-making on LAFCo action items.

LAFCo Studies

Planwest will prepare municipal service reviews and sphere of influence updates for agencies under LAFCo's jurisdiction. Anticipated MSR/SOI updates will be identified in an annual work plan prepared during the annual budget review process.

Budgeting

LAFCo funds are held with the Trinity County Auditor-Controller. Planwest will work to ensure timely payments of claims and deposits of revenues, and track costs separately for budget line items and applications. On an annual basis, Planwest will prepare a proposed and final budget for Commission review and will provide periodic budget updates throughout the fiscal year.

Environmental Review Services

Planwest will provide environmental compliance services, consistent with the California Environmental Quality Act, for all discretionary actions that come before Trinity LAFCo.

EXHIBIT "B"

COMPENSATION OR FEES TO BE PAID TO CONTRACTOR

Primary Contract Staff:

Executive Officer:	\$195.00 per hour
Clerk/Service Specialist:	\$125.00 per hour

Additional Staffing Support:

Senior Analyst	\$160.00 per hour
Analyst	\$145.00 per hour
GIS Analyst:	\$125.00 per hour
Services Technician:	\$105.00 per hour
Planning Intern:	\$85.00 per hour

Routine clerical assistance, word processing, and similar administrative functions are normal overhead and included in the staff services hourly rates.

Office Management

Office facilities, printing, postage, telephone, e-mail services and website will be provided at-cost as included in the LAFCo budget. Facilities include a small meeting room, storage area for LAFCo files, and a space for administrative staff and the LAFCo Executive Officer as needed.

Travel

Travel to and from Weaverville and outlying areas for Commission business such as meeting with LAFCo member entities, conducting public hearings on behalf of LAFCo, etc. shall be billed at then-current IRS rates for auto expense.

Compliance with Budget

The Executive Officer Services include management and administration of the LAFCo budget. If it appears that the contract services may exceed the annual budget, Planwest shall promptly advise LAFCo and shall discuss the potential over-budget expenditure.