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Special District Member

Rosemary Smith
Special District Alternate

Brenda Haynes
Public Member

Bill Goodwin
Public Member Alternate

AGENDA ITEM 9.B.

Date: July 9, 2026

From: Jim Underwood, Legal Counsel

Subject: **Appointment of Statement of Qualifications Review and Selection Committee**

The Commission will consider appointing three members of the Commission to a committee for the review of Statements of Qualifications received for staffing services.

BACKGROUND

Shasta LAFCO is anticipated to release a Request for Qualifications (RFQ) for staffing services with an anticipated start date of January 1, 2027. The RFQ seeks proposals from qualified firms and/or individuals to provide a range of staffing services including Executive Officer, Clerk, Analyst, and GIS services. The proposed deadline for submitting Statements of Qualifications (SOQ) is August 28, 2026.

DISCUSSION

The Commission is invited to appoint a Statement of Qualifications Selection Committee that will be convened to review SOQs and conduct interviews if necessary. The Selection Committee should consist of three Commissioners and include representatives from different types of memberships represented on the Commission (County, City, Special District, or Public).

It is anticipated that the Selection Committee will meet at least once in September to discuss the SOQs and may choose to schedule interviews with qualified applicants prior to providing a recommendation. Selection and approval of a firm or individuals to provide staffing services for Shasta LAFCO is anticipated at the October 1, 2026, Regular Commission meeting.

RECOMMENDATION

Staff recommends the Commission appoint members to the SOQ Selection Committee and provide additional direction to staff as needed.