



COUNTY OF HUMBOLDT
HUMAN RESOURCES & RISK MANAGEMENT
825 5th Street, Suite 100, Eureka, CA 95501-1153
Personnel Services Main Line: (707) 476-2349
Risk Management Services Main Line: (707) 268-3669

via electronic mail john@koahills.com

September 7, 2021

Koa Hills Consulting, LLC
Attention: John Schwartz, Chief Operations Officer
P O Box 58
Reno, NV 89504

SUBJECT: LETTER OF INTENT

Dear Mr. Schwartz:

This Letter of Intent sets forth the intent of the County of Humboldt Human Resources/Risk Management to contract with Koa Hills Consulting, LLC regarding the human resources transactions and activities as described and presented in the statement of work (Attachment 1).

The County of Humboldt agrees to enter the Professional Services Agreement with Koa Hills Consulting, LLC for the term beginning September 1, 2021 through June 30, 2022. The County's agent, Human Resources /Risk Management, will formally request the approval of the Professional Services Agreement by the Board of Supervisors on September 14, 2021 with a retroactive date of the Agreement of September 1, 2021.

Please sign and return this Letter of Intent to Linda Catherine Le, Director-Human Resources/Risk Management at lle@co.humboldt.ca.us. If there are any questions or concerns, please contact Linda Catherine Le at (707) 476 – 2355.

Sincerely,

/s/Linda Catherine Le

Linda Catherine Le, Director
County of Humboldt Human Resources

John Schwarz, Chief Operating Officer
Koa Hills Consulting LLC