



**Facilities Ad Hoc Committee Virtual Meeting
Tuesday, June 1, 2021
10:30 a.m.**

MINUTES

MEMBERS PRESENT: Matt Walton, Andrew Albu, Paul Bough, Jim Sullivan, and Larry Walter

MEMBERS ABSENT: Kathleen Plinske and Fred Winterkamp

STAFF PRESENT: Pam Nabors, Leo Alvarez, Lance Willingham and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Committee Chair, called meeting to order at 10:30 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes <ul style="list-style-type: none"> • Reviewed draft minutes from 10/1/20 Facilities Ad Hoc Committee Meeting. 	Mr. Walter made a motion to approve the minutes from the 10/1/20 Facilities Ad Hoc Committee Meeting. Mr. Albu seconded; motion passed unanimously.
5	Information and Discussion <u>CSCF Southeast Orange County Office – Lease Review</u> <ul style="list-style-type: none"> • Committee reviewed current lease terms, renewal options and market trend data (attachment). • As current office meets customer needs, in a good location close to public transportation, and at a competitive market rate, Committee concurred renewing lease would be most viable option. 	Mr. Walter made a motion to forward to Finance Committee the recommendation for staff to extend original lease contract for 2 years, with 5-year option. Also for staff to negotiate for current 3% escalation rate and for tenant improvement allowance. Mr. Albu seconded; motion passed unanimously. <i>Staff to schedule next meeting prior to November 2021.</i>
6	<u>Other Business</u> None offered.	
7	Adjournment Meeting adjourned at 10:59 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator