



**DRAFT**  
**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	<b>Welcome</b> Mr. Walton, Committee Chair, called meeting to order at 10:30 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 10/1/20 Facilities Ad Hoc Committee Meeting.</li> </ul>	<b>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.</b>
5	<b>Information and Discussion</b> <u>CSCF Southeast Orange County Office – Lease Review</u> <ul style="list-style-type: none"> <li>• Committee reviewed current lease terms, renewal options and market trend data (attachment).</li> <li>• 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.</li> </ul>	<b>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.</b>  <i>Staff to schedule next meeting prior to November 2021.</i>
6	<u>Other Business</u> None offered.	
7	<b>Adjournment</b> Meeting adjourned at 10:59 a.m.	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator