

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

Thursday, March 29, 2018

1 **Supervisors Present:** Dick Ryon, Burr Mosby, Bill Knutsen, Jim Haack, Max Prinsen (all via
2 phone)

3 **Associate Supervisors Present:** Nancy Tosta (via phone)

4 **Guests Present:**

5 **Staff Present:** Ava Souza, Bea Covington, Josh Monaghan, Emily Carlson

6 **Preliminary Matters:**

7 Chairman Dick Ryon called the meeting to order at 8:05 am.

8 **Public Comment closed at 8:06 am.**

9

10 **Unfinished Business:**

11 Relocation Update – Haack

12 Haack reminded the Board about the updates they've received so far through the previous board
13 meetings. JLL and Momentum have been engaged to assist with KCD's office move on September
14 1st, 2018. Interviews and a workshop session were held to determine the important attributes of a
15 potential new office space with staff. From the original several dozen properties that the team
16 reviewed, the moving team has been able to narrow the list down to three potential locations.

17 There have been additional conversations about property ownership in a future potential office
18 location. However, this was not considered a viable option for the September move out date.

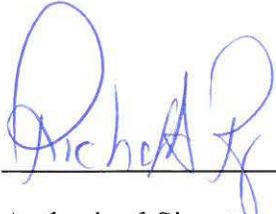
19 Haack reminded the Board that the procurement process can be cumbersome if KCD handles the
20 tenant improvements on site. However, if it is the responsibility of the landlord to outfit the space,
21 then the process is simpler. There are likely to be other additional costs incurred from technology
22 costs, presentation equipment, secure storage, and permitting costs.

23 The basic characteristics of the potential spaces are comparable. It is important to remember that
24 the overhead costs may increase costs of the moving project over the sticker price.

25 Each potential property location was discussed according to how much the space would need to
26 modified to accommodate KCD's needs, the interactions with the property management groups,
27 the overall costs of the property, the amenities of the property, and the parking arrangements that
28 the locations can provide.

- 29 Haack noted that KCD also needs to consider a potential “muddy boot” entry point, secure storage
30 services, and the age of the building. The Board also considered how the different properties may
31 suit long-term and short-term needs of the office.
- 32 Ryon inquired about the surrounding tenants in the potential property locations. Haack reminded
33 the board that the neighborhoods around potential properties will be very similar to KCD’s current
34 office location. Covington indicated that there are stable professional tenants in the properties.
35 Depending on how many vacancies are in the buildings, there might be potential for additional
36 tenants to lease within the property.
- 37 Haack also noted that discussions with property managers have produced some quotes of what the
38 renovation costs of the property would be and that the spread between different options of refitting
39 is wide. This means that KCD has several options to choose from for what a re-fit would look like.
- 40 After the LOI moves forward, KCD would begin negotiating the details of the updates to the space.
41 Haack advised that the moving team work with a project management team to create viable
42 proposals for the properties.
- 43 Covington commented that the costs of refitting a property could be spread out over a long-term
44 lease. Covington expressed concern over the vehicle vandalism problem which KCD has
45 experienced before and how each property could accommodate KCD as a tenant.
- 46 Monaghan commented that using a roll-up space with a mud room has been an asset for KCD’s
47 project based work. This would be a great to plan for.
- 48 Another option that was considered was how the space could accommodate touch downs from
49 KCD crews and contactors.
- 50 Knutsen inquired about the budget ramifications of renting a new space. Covington commented
51 that if KCD chooses a long-term rent option, the incurred costs will be lower (because they are
52 spread out over multiple years). Covington acknowledged that this would increase the rent cost
53 over the budgeted amount for this fiscal year, but that this would remain in-pace with typical rental
54 spending within the area.
- 55 Moving to a new space would also enable KCD to fully build out the planned staffing increases at
56 the District.
- 57 **Prinsen moved; Mosby seconded passed unanimously AI 18-025 a motion to authorize Jim**
58 **Haack to sign the LOI and subsequent building lease documents on behalf of the King**
59 **Conservation District (5 ayes, 0 nays)**
- 60 The Board noted that a ten-year term would be preferred and that potential sub-leasing options
61 should be considered as part of the lease. Haack indicated that sub-leasing is possible.
- 62 Haack indicated that there will be additional updates at the Board Meeting in April.

63 Prinsen moved; Mosby seconded passed unanimously, a motion to adjourn the meeting at
64 9:00 am (5 ayes, 0 nays)

65
66 
67 _____
68 Authorized Signature

4/09/18

Date

69 Summary of Motions

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