



Special COG Meeting Minutes  
October 14, 2024

**Members present:**

**Members present by phone/Zoom:** Councilor Marshall, Commissioner Mahar, Commissioner Mortensen, Commissioner Zoller

**Members absent:** Commissioner Cothren

**Alternates present:**

**Staff present:** Mike Reardon, Karen Wolfe

**Advisory Council member present:** none

**Visitors present:** Debi Ewing, Fuller Group

The meeting was called to order at 8:33 a.m. by Commissioner Mahar.

**The Pledge of Allegiance** was recited.

**1. Agenda Review:** Karen reported in accordance with RCW 42.30 the public notice of this meeting was published in all 6 major newspapers covering AAADSW's service area at least 24 hours prior to the meeting. In addition, public notice was posted on the front door of AAADSW's primary office location in Vancouver on Thursday October 10<sup>th</sup>. No revisions to the Agenda.

**2. Public Comment (3-minute limit):** none

**3. SOPPADA #2024-3** Letter of Intent to Lease, Tenant Improvement, and Moving Costs (Action). Mike presented SOPPADA #2024-3 for the COG's approval. Mike reviewed the areas of concern raised at the 9/27/24 COG meeting regarding crime statistics and alternate locations available. Mike, Karen and Debi Ewing addressed those concerns on the October 7<sup>th</sup> memo to the COG members. Debi Ewing did pursue the Three Rivers Mall location and it is no longer a viable option, due to new ownership and their plans.

**ACTION: Motion to approve SOPPADA # 2024-3 Letter of Intent to Lease, Tenant Improvement, and Moving Costs.**

Councilor Marshall moved to approve SOPPADA # 2024-3 Letter of Intent to Lease, Tenant Improvement, and Moving Costs as presented. Commissioner Mortensen seconded. Discussion followed. Commissioner Zoller expressed some concerns on costs but has not had a chance to look at alternatives. The remodeling costs are high but is not certain if they are reasonable and asked if it would be cheaper to build or buy a location. Mike responded that ALTSA said we cannot. Debi reported that she contacted several available locations but none met the criteria due to the space not being dividable or otherwise not suitable for offices, or are not available in the timeframe we need by November of 2025. As to the costs, if the landlord

was paying for the improvements the rent would be double what they are asking for. Commissioner Mortensen noted Commissioner Zoller's remarks are apropos and appreciated. He stated that Mike and Karen and Debi have done a good job on the due diligence; the costs are not so divergent and is he prepared to approve the SOPPADA. Commissioner Zoller expressed that she feels the due diligence has been done and she trusts Mike in his guidance. Debi thanked the Commissioners for the comments and welcomed any questions. Commissioner Mahar appreciates all the due diligence. He asked if we will be taking all the office equipment, cubicle and desks with us. Mike reported that's correct; we should not need to buy any additional furniture. We have been in the existing building since 2015. Councilor Marhsall appreciates all the questions and deliberations and is ready to move forward. Commissioner Mahar asked if we have decided on a 10-year or 15-year lease. Mike is considering 10 years, originally was thinking 15 but would like Debi's input. Debi stated the 10-year terms per square foot are higher but we would not have to stay after 10 years. With 15 the rent is set for 15 years but the obligation is longer. Assuming the COG approves the motion, the next step will be to notify the landlord we are ready to move forward including the length of the term. Commissioner Zoller stated the buildout and move will use up a good year or two of the initial term. Mike asked if any of the other COG members have a preference of the length of term. Councilor Marhsall noted we have a growing aging population and the agency will continue to grow. Would it be an adequate space in 10 years? She leans toward a 10-year lease.

With the discussion concluded, a vote was taken. Motion carried.

#### **4. Good of the order.**

**5. Adjourn.** There being no further business, Commissioner Zoller moved and Councilor Marshall seconded to adjourn the meeting. The meeting was adjourned at 8:53 a.m.