



Memo

To: Board of Commissioners
From: Carrie Monforte
Date: 8/11/2023
Re: Termination of Lease Agreement

In your packet is our lease agreement and a letter from Ryan Beach, Facilities Director of Island County, notifying of their intent to terminate the lease at the end of the current contract ending December 31, 2024.

District administration offices are included in the South Whidbey Aquatic Recreation Center initial designs. The most recent rough estimate I received from ARC Architects, if all went well, would be opening the facility in late summer of '25.

I called Ryan and asked:

- 1) *Would it be agreeable to terminate the lease earlier, should we find suitable accommodation prior to December of '24?* The answer was yes, and that next fall was when they were going to be feeling the pinch for staff space. Our contract states a 90-day written notice.
- 2) *Is there leeway for extending the lease a bit, if we are unable to find another location, or if say we're anticipating having office space in the SWARC?* The answer was a maybe, and that it would need to be approved by the County Commissioners or County Admin.

There are other options for offices. Brian will be reaching out to the School District regarding space at the South Whidbey Elementary South Campus, which is closing mostly. Fix up the Doghouse. Renovate the Concession/Crow's Nest. The South Whidbey Community Center...

Note, this will have unknown budgetary impacts. The current base monthly rental amount is calculated:

- \$1,740 base monthly rental amount
- \$1,300 credit for us paying utilities, janitorial and landscape care for the entire property
- = \$440 monthly payment