

*Mendocino County Russian River Flood Control  
& Water Conservation Improvement District*

**STAFF REPORT**

To: Board of Trustees  
From: E. Salomone, General Manager  
Meeting: Monday, May 17, 2021  
RE: Agenda Item 8: Office Space Rental Agreement

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**The Strategic Plan** relevant priority is to (a) **Administer** by fostering sustainable leadership and management of agency resources in alignment with the District's Mission Statement to proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County.

**Background**

A new office location has been identified as a central location with adequate parking and amenities including compliance with the American Disabilities Act for public meetings. The office is of comparable size to the current location and additionally provides a private restroom, HVAC system, designated parking spots, storage room, and prominent signage. The commercial rental space is on a month to month tenancy basis, requires a security deposit, and tenant is responsible for the cost of utilities and a portion of periodic maintenance as described in the agreement.

**Discussion**

The proposed rental agreement will result in a \$4,560 increase to annual rental costs. Utilities are expected to remain relatively the same. No additional insurance will be required. Moving costs will be incurred as well as new signage, if desired.

**Recommendations:**

- (1) Approve and authorize President Christopher Watt to sign the commercial rental agreement with Mountanos Properties for new office premises at 456 North State Street, Unit D, Ukiah, CA 95482.
- (2) Authorize GM Salomone to incur unbudgeted expenses to relocate and settle into the new office location.