



Guadalupe-Coyote Resource Conservation District (GCRCD)

An independent special district of the State of California

DATE: November 2, 2021
TO: GCRCD Board of Directors
FROM: Stephanie Moreno, Executive Director/District Clerk
SUBJECT: *Item 8.2 Office Space*: Discussion and possible action regarding the planned move of District offices to 1560 Berger Drive, San Jose

RECOMMENDATION:

1. Authorize the Executive Director to execute an amendment to the lease agreement with Civic Enterprises to continue leasing one office (approximately 250 square feet) from May through October 2022, at an approximate cost of \$362.50 per month, to facilitate timely and cost-effective completion of the District's records digitization project.

DISCUSSION:

At the September 15th meeting, the Board of Directors indicated an interest in moving the District offices to the San Jose Conservation Corps (SJCC) building located at 1560 Berger Drive; this will allow the District offices to be in close proximity to the buildings housing the Santa Clara County Division of Agriculture and University of California Cooperative Extension Santa Clara offices. At the October 7th meeting, the Board authorized me to execute an agreement with SJCC for 265 square feet, beginning May 1, 2022; the cost of the lease for the first year will be \$875.00 per month. SJCC has provided a draft agreement, which will be executed shortly after their consideration of suggested edits and final review by District Counsel.

As reported at the October meeting, the new office space will be insufficient to house the District's existing records, which are currently in hard copy form. Due to the volume of records extending back an estimated 80 years that will need to be reviewed, destroyed, digitized, and/or otherwise archived in accordance with State guidelines and District policy, I am estimating completion of this records digitization project will require additional time beyond the start date of the new lease.

Because of the District's long history of tenancy at our existing site, the building manager has offered to let us continue using one of the four offices (approximately ¼ of the existing space) for temporary storage of the records for a prorated amount of the existing lease amount, but this will require incorporation into the notice of termination of lease. I believe this is the most efficient and cost-effective option to facilitate completion of the digitization project, and I am recommending the Board authorize me to execute an amended lease with Civic Enterprises to allow use of one office for approximately five months, from May through October 2022, at an estimated cost of \$362.50 per month.