



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

**DATE:** May 3, 2021

**TO:** RCDSC Board of Directors

**FROM:** Kim Orsi, Executive Assistant 

**SUBJECT:** **UPDATED Board Meeting Agenda – Wednesday, May 12, 2021 at 6:00 p.m. to 6:45 p.m. by Zoom Video/Teleconference and AT&T Telephone Conference**

**Updated Meeting Agenda and Additional Materials Enclosed – New Business Added**

**Board Training for Board Members will immediately follow this meeting from 6:45 to 7:45 p.m. by Zoom Video/Teleconference.**

Please find the updated agenda and supporting documents enclosed for the May 12, 2021 Board of Directors' meeting. Due to an issue of urgency, New Business (item 7) was added for discussion and action. There are no other changes.

This meeting will be held by Zoom Video/Teleconference and AT&T Telephone Conference.

**BY Zoom:** In order to join by Zoom, please visit the Zoom website at <https://zoom.us/join> where you will be prompted to type the Meeting ID followed by the Meeting Password. You may also copy and past the link to your web browser to join the meeting. You can also join the meeting by telephone through Zoom by dialing the Zoom number below. You will also be prompted to enter the Meeting ID and Password.

<https://us02web.zoom.us/j/87440232478> (letter 'j' in the link)

Meeting Password: 434077

Meeting ID: 874 4023 2478

Zoom Dial in Option by Telephone: 1-669-900-6833

**BY AT&T Teleconferencing:** Using any telephone, call in by dialing the following toll free number and access code:

Dial Toll Free: 888-278-0296 (you are not required to dial '1' if using a smart phone).

Access Code: 7928387

Please do not hesitate to contact me with any additional questions: 707-462-3832 x260 or [korsi@redwoodcoastrc.org](mailto:korsi@redwoodcoastrc.org).

Thank you.

cc: RCDSC Packet Mailing List/Facilitators  
RCRC Offices and RCRC website: [www.redwoodcoastrc.org](http://www.redwoodcoastrc.org)

**UPDATED MEETING AGENDA DUE TO ISSUE OF URGENCY**  
**Redwood Coast Developmental Services Corporation**  
**Board of Directors**  
**Wednesday, May 12, 2021 at 6:00 p.m. to 6:45 p.m.**

**By ZOOM Video/Teleconferencing**

<https://us02web.zoom.us/j/87440232478>

**Meeting ID: 874 4023 2478**

**Passcode: 434077**

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**AGENDA**

- |   |                      |
|---|----------------------|
| <b>1. Call to Order/Roll Call/Introductions</b>   | <b>(3 min.)</b>      |
| <b>2. Select Timekeeper/Sharing the Vision</b>  | <b>(2 min.)</b>      |
| <b>3. Approval of Agenda</b>  | <b>(2 min.)</b>      |
| <b>4. Approval of the March 10, 2021 Board of Directors Meeting Minutes</b>   | <b>(2 min.)</b>      |
| <b>5. Community Input</b>   | <b>(3 min. each)</b> |
| <b>6. Executive Committee Report from May 3, 2021 Meeting:</b>  | <b>(20 min.)</b>     |
| <b>a) RCRC Service Provider Contracts Over \$250,000</b>  |                      |
| • <b>Community Input RE: RCRC Contracts (documents included in meeting packets and posted on RCRC website)</b>            |                      |
| • <b>ACTION Required for Board Approval of Contracts</b>  |                      |
| <b>7. New Business:</b>   | <b>(15 min.)</b>     |
| <b>a) RCRC Lease Agreement for Sixth Office located at:</b>   |                      |
| <b>14888 Olympic Blvd., Clearlake, (Lake County), CA.</b>   |                      |
| • <b>ACTION to Authorize Dr. Smalley or designee to execute Lease Agreement based on the letter dated April 23, 2021.</b> |                      |
| <b>8. Close the Meeting</b>   |                      |

**The following Reports and Updates will be provided during the June 9, 2021 Board meeting:**

- **Executive Director and Administrator’s Reports**
- **Committee Updates**
- **Vendor Representative Report**
- **ARCA Reports**
- **County Liaison and Connection Updates (Lake/Mendocino Counties)**

Acronyms:

ARCA: Association of Regional Center Agencies  
ASP: Alliance of Service Providers  
BCBA: Board Certified Behavioral Analyst  
CARF: Commission on Accreditation of Rehabilitation Facilities  
DDS: Department of Developmental Services  
DHHS: Department of Health and Human Services  
ILS: Independent Living Service  
MHSA: Mental Health Services Act  
OCRA: Office of Clients’ Rights Advocacy

OPS: Operations  
PEP: Purchase of Services Expenditure Projection  
PPE: Personal Protection Equipment  
POS: Purchase of Services  
RCRC: Redwood Coast Regional Center  
SCDD: State Council on Developmental Disabilities  
SLS: Supported Living Service  
UVAH: Ukiah Valley Association of Habilitation  
W & I Code: Welfare and Institutions

## Opening Sixth Office Location

Potential Site: 14888 Olympic Blvd, Clearlake

The agency has been exploring the idea of opening a sixth office in the Clearlake area for several years. This exploration has been supported by the board and DDS.

In order to better meet our client and community needs, RCRC must have presence and be available on both sides of the lake. Approximately fifty percent of the clients in the Lake County area are located near the town of Clearlake versus the town of Lakeport. Many clients and families experience further hardship due to limited transportation to the Lakeport office. As you are aware, these have been requests and complaints particular to the Lake County office can be ameliorated with a south lake location.

Additionally, the client count in the Lake County area continues to grow and the Lakeport office is limited on space. Currently the Lakeport office's limited space prevents our ability to add additional positions should the agency have an opportunity to do so. In the near future we will need to increase the number of Service Coordinators to support our client and community needs we do not have the additional space to do accommodate this need. Securing a second location will allow us to meet this future need.

In recent months, a location in Clearlake has become available which is within the budget parameters we anticipated and is in a prime location. Each year regional centers are required to submit annual anticipated rent costs and include information if it is estimated additional office locations are needed. This allows regional centers to provide a cost estimate to the Department of Developmental Services (DDS) which is the primary step to secure funding for a regional center to open a new location. In my previous reports submitted to DDS I requested funding for a 1500 square foot space at \$1.83 per square foot. Additionally, the cost would include the costs for additional expenses such as maintenance, utilities, and property tax and insurance.

The location identified is located in a shopping center in downtown Clearlake. The shopping center has many businesses including Safeway, Dollar Tree, and Grocery Outlet. Since it is located in a major shopping center for the area there is a bus stop near by and has ample parking. Directly in front of the potential office space are two Handicap parking spaces. These spaces are not reserved for just our use; however it is still a benefit to have in front of the potential office space. The space is about 1660 square feet and has an open interior. There is both a front and back exit. The restroom is located toward the back of the building and is wide enough for wheelchair access.

The agency is still in negotiations of many parts of a potential lease however, we have been offered a Lease Proposal. This document, which is included, allows us to secure a commitment to lease the location. The proposed lease is offered at \$1.25 per square foot, estimated 45 cents per square foot common area maintenance taxes and insurance, indicates a cost bi monthly for

sewer costs at \$117. This calculates to about \$1.73 per square foot and is under the estimate to the state anticipated at \$1.83 per square foot. The Tennent Improvements are to meet our request to build out, meaning to construct permanent walls to have individual office spaces. Due to the cost of materials for construction we are also looking at other possibly and are why it is still in negotiation. We have also not finalized the type of build out or final contribution to these costs from both the Landlord and RCRC. Should RCRC need the landlord to fund the cost of these improvements we have included it in the proposal and the Landlord will require a 6% interest rate to do so.

#### Recommendation

It is my recommendation for the board to approve the signing of the Lease Proposal. Your approval to sign the Lease Proposal will secure us the location, allow us to continue with negotiations for a final Lease Agreement, and start planning next steps to open the office. The final draft of the Lease Agreement will be presented to the board for approval.

April 23, 2021

Amy Medina  
Director of Administration  
Redwood Coast Regional Center  
1116 Airport Park Boulevard  
Ukiah, CA 95482

**RE: New Office Lease  
Burns Valley Mall, Clearlake**

Dear Ms. Medina:

I am prepared to recommend to the Landlord a new Lease based on the following general terms and conditions:

**PREMISES:** 14888 Olympic Boulevard, Clearlake CA 95422

**SIZE:** 1,660 square feet (27'8" x 60')

**TENANT:** Redwood Coast Regional Center

**TERM:** Ten (10) Years

**LEASE COMMENCEMENT:** May 1, 2021

**RENT COMMENCEMENT:** Thirty Days After completion of Tenant Improvement by Landlord

**BASE MONTHLY RENT:** \$1.25 per square foot or \$2,075 per month for Year 1  
Rent to increase by 3% annually.

**ADDITIONAL RENT:** In addition to the base rent, there shall be a monthly estimated charge of approximately \$.45 per square foot for Common Area Maintenance, Real Property Taxes and Insurance (NNN).

**OPTION:** Tenant shall have one-five year option at negotiated rent.

**SECURITY DEPOSIT:** One Month's Rent

**USE:** Redwood Regional Center Office

**CONDITION OF  
PREMISES:**

Landlord will deliver space in an "as is" condition with plumbing, electrical and HVAC equipment in good condition and repair.

**TENANT  
IMPROVEMENTS:**

Landlord will build out interior offices based on Tenant's Architectural Drawings. The current estimated cost is \$170,000 which will be amortized over the term of the Lease at 6%. Tenant will install and pay for all additional improvements.

**UTILITIES:**

Tenant will pay for all utilities serving Tenant's premises. Water is included as part of common area maintenance expenses but Landlord is currently billed a sewer charge of \$117 bi-monthly for this location which will be reimbursed by Tenant and added to the monthly rent payment.

This letter is non-binding, except as stated herein. It will be superseded by, and the parties will only be bound by, the terms of a written lease agreement, in form and substance satisfactory to both parties, which has been fully executed and delivered by the parties.

Please sign below if the terms described in this letter are acceptable to you. We will prepare a draft lease for your review upon receiving an executed copy of this letter.

Sincerely yours,

Stephen J. Coates, Property Manager  
Coates & Sowards, Inc., Managing Agent  
Burns Valley Mall

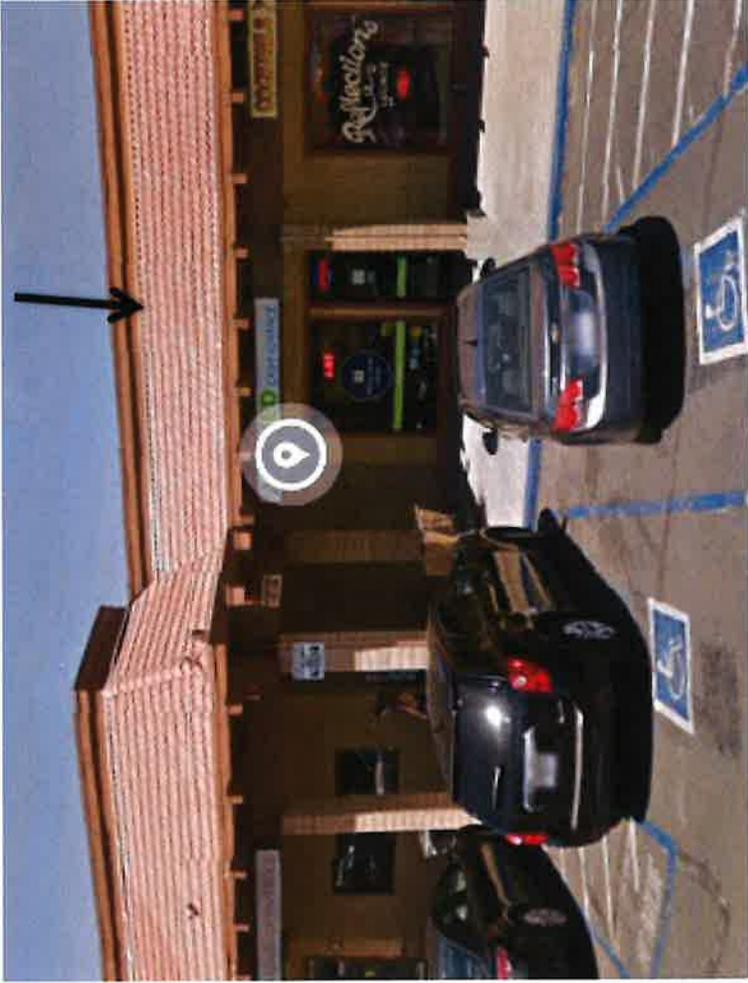
AGREED AND ACCEPTED  
Redwood Coast Regional Center

By \_\_\_\_\_  
Its:

Date: \_\_\_\_\_



**Exterior**



**Interior**



Front, Section 1



Back, Section 2



Restroom, this is located in the back by the back exit.