

Tulare County Association of Governments	Date: Monday, September 20, 2021 Time: 1:00 p.m. Place: Tulare County Board of Supervisors 2800 W. Burrel Avenue Visalia, CA 93291
Technical Advisory Committee	Date: Thursday, September 16, 2021 Time: 1:30 PM Place: Tulare County Association of Governments 210 N. Church Street, Suite B (Sequoia Conference Room) Visalia, CA 93291

ADDENDUM

NOTE: This meeting will allow Board Members and the public to participate in the meeting via Teleconference, pursuant to the Governor's Executive Order N-08-21 (June 11, 2021), available at <https://www.gov.ca.gov/wp-content/uploads/2021/06/6.11.21-EO-N-08-21-signed.pdf>

Zoom Meeting | Direct Link: <https://bit.ly/2Zt4BQY>

Toll Free Call in: 1(888) 475-4499 | **Meeting ID:** 744 710 0343 | **Passcode:** 82243742

Call in only instructions:

Enter your meeting ID followed by #, Enter # for participant ID, Enter the passcode followed by #.

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, including auxiliary aids, translation requests, or other accommodations, or to be able to access this agenda and documents in the agenda packet, please contact the TCAG office at 559-623-0450 at least 3 days prior to the meeting. If information is needed in another language, contact (559) 623-0450. Si se necesita esta información en español, llame (559) 623-0450. Kung ang kailangang impormasyon ay sa Tagalog, tawagan ang (559) 623-0450

Any staff reports and supporting materials provided to the board after the distribution of the agenda packet are available for public inspection at the TCAG office.

VII. ASSOCIATION CONSENT CALENDAR –ACTION AND INFORMATION ITEMS

E. Action: Adoption of Resolution: Approval of Renovations and Authorize the TCAG Executive Director to Amend the current Lease to add office space for TCRTA (Pages 1-6)

ADJOURN

TULARE COUNTY ASSOCIATION OF GOVERNMENTS
REGIONAL TRANSPORTATION PLANNING AGENCY
METROPOLITAN PLANNING ORGANIZATION

BOARD OF GOVERNORS	AGENCY	ALTERNATE
Larry Micari	Tulare County-District 1	Paula Clark
Pete Vander Poel,III - Chair	Tulare County-District 2	William Cushing
Amy Shuklian	Tulare County-District 3	Bill Whitlatch
Eddie Valero	Tulare County-District 4	Derek Williams
Dennis Townsend	Tulare County-District 5	Terren Brown
Maribel Reynosa	City of Dinuba	Linda Launer
Frankie Alves	City of Exeter	Steve Garver
Paul Boyer	City of Farmersville	Ruben Macareno
Ramona Caudillo	City of Lindsay	Hipolito Cerros
Martha A. Flores – Vice-Chair	City of Porterville	Milt Stowe
Terry Sayre	City of Tulare	Jose Sigala
Brian Poochigian	City of Visalia	<i>Vacant</i>
Rudy Mendoza	City of Woodlake	Florencio Guerra Jr
Greg Gomez	Public Transit Provider*	<i>Vacant</i>
Tyrone Holscher	Member-at-Large*	Shea Gowin
Vicki Riddle	Member-at-Large*	<i>Vacant</i>
Pamela K. Whitmire	Member-at-Large*	Julie Allen
Diana Gomez	Caltrans*	Michael Navarro

* Caltrans serves as an ex-officio member of the TCAG Policy Advisory Committee. At-large TCAG members and the Public Transit Provider representative are not members of the Tulare County Transportation Authority or Abandoned Vehicle Abatement Authority.

TCAG STAFF

Ted Smalley, Executive Director
Ben Kimball, Deputy Executive Director
Ben Giuliani, Executive Officer- LAFCO
Leslie Davis, Finance Director
Elizabeth Forte, Principal Regional Planner
Roberto Brady, Principal Regional Planner
Derek Winning, Senior Regional Planner
Gabriel Gutierrez, Senior Regional Planner
Kasia Poleszczuk, Senior Regional Planner
Steven Ingoldsby, Senior Regional Planner
Giancarlo Bruno, Regional Planner
Sheela Bhongir, Regional Planner
Gail Miller, Associate Regional Planner-EH
Barbara Pilegard, Associate Regional Planner-EH
Maria Garza, Associate Regional Planner-EH
Jennifer Miller, Associate Regional Planner-EH
Michele Boling, TCAG Accountant III
Brideget Moore, TCAG Staff Services Analyst III
Amie Kane, TCAG Administrative Clerk II
Servando Quintanilla, TCAG Administrative Clerk
Holly Gallo, Office Assistant III

Office Address

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TCRTA STAFF

Richard Tree, Executive Director – TCRTA

Tulare County Association of Governments

AGENDA ITEM VII-E

September 20, 2021

Prepared by Leslie Davis, TCAG Staff

SUBJECT:

Action: Adoption of Resolution. Approval of Renovations and Authorize the TCAG Executive Director to Amend the current Lease to add office space for TCRTA.

BACKGROUND:

On September 21, 2011, an agreement for design, alterations, and lease of premises at 210 N. Church Street, Suite B, Visalia, CA 93291 was entered into between Cynthia C. Gregory and Tulare County Association of Governments (TCAG). The original lease was amended on November 15, 2014, and January 20, 2015 to incorporate additional space and renovations as approved.

DISCUSSION:

Referred to as Amendment No. 4 to the lease agreement, TCAG staff is requesting authorization to add additional office space of approximately 750 square feet for a monthly rental cost of \$900, an initial security deposit of \$900, and approval of renovations estimated at \$3,650.00. This office space will be dedicated to Tulare County Regional Transit Agency (TCRTA) staff. Deposit, rent and renovations will be reimbursed by TCRTA.

Once amended, the lease, originally accepted as approved by the Tulare County Association Board of Directors will include an additional payment of \$900 per month for the inclusion of 750 square feet (\$1.20 per square foot).

Additionally, staff is requesting to allow County Council and TCAG Executive Director to make technical changes to Amendment No. 4 of the lease agreement.as needed.

RECOMMENDATIONS:

Staff recommends authorizing renovations and adding the additional office space to be occupied by TCRTA.

FISCAL IMPACT:

No fiscal impact to TCAG.

This amount is approved in the FY 2021/22 TCRTA budget.

ATTACHMENTS:

1. Resolution: Approval of renovations and additional office space
2. Fourth Amendment to Lease Agreement

825.01 TCRTA

BEFORE THE
TULARE COUNTY ASSOCIATION OF GOVERNMENTS
COUNTY OF TULARE, STATE OF CALIFORNIA

In the matter of:

APPROVAL OF RENOVATIONS AND)	
AUTHORIZE TCAG EXECUTIVE DIRECTOR)	
TO AMEND CURRENT LEASE TO ADD)	Resolution No. 2021-xxx
OFFICE SPACE FOR TCRTA)	
)	

WHEREAS, TCAG, On September 21, 2011, an agreement for design, alterations, and lease of premises at 210 N. Church Street, Suite B, Visalia, CA 93291 was entered into between Cynthia C. Gregory and Tulare County Association of Governments (TCAG). The original lease was amended on November 15, 2014, and January 20, 2015 to incorporate additional space and renovations as approved; and

WHEREAS, TCAG staff is requesting approval to add additional office space of approximately 750 square feet for a monthly rental cost of \$900, an initial security deposit of \$900, and approval of renovations estimated at \$3,650.00. This office space will be dedicated to Tulare County Regional Transit Agency (TCRTA) staff. Deposit, rent and renovations will be reimbursed by TCRTA; and

WHEREAS, staff is requesting to allow County Council and TCAG Executive Director to make technical changes to Amendment No. 4 to the lease agreement.

NOW, THEREFORE, BE IT RESOLVED, that TCAG staff is authorized to sign amendment no. 4 to the lease agreement to add 750 square feet, complete renovations and allow County Council and TCAG Executive Director to make technical changes.

The foregoing Resolution was adopted upon a motion of Member _____, seconded by Member _____, at a regular meeting held on the 20th day of September, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

TULARE COUNTY ASSOCIATION OF GOVERNMENTS

Pete Vander Poel III
Chair, TCAG

Ted Smalley
Executive Director, TCAG

**FOURTH AMENDMENT TO AGREEMENT
FOR DESIGN, ALTERATIONS, LEASE OF PREMISES,
AND RENOVATIONS TO EXISTING EAST OFFICE SPACE**

THIS AGREEMENT is entered into as of this _____ day of _____, 2021, by and between Cynthia C. Gregory, hereinafter referred to as "Lessor" and the TULARE COUNTY ASSOCIATION OF GOVERNMENTS (TCAG), hereinafter referred to as "Lessee", with respect to the following.

- A. The Lessee and Lessor entered into Agreement of the 21st day of September 2011, for the purpose of establishing office space and parking at the Property 210 N. Church Street, Suite B, Visalia, CA 93291 after completion of improvements and alterations necessary for Lessee's use.
- B. The Lessee and Lessor agree to amend the Agreement to read:
 1. The addition of the final sentence to paragraph **2.1 LEASE** to read as follows:
Lessee hereby leases an additional office space "Building" located at 200 E. Center, Suite B adjacent to 210 N Church, Ste B and measuring approximately 750 square feet.
 2. Under "Rent and Other Payment" Part 3, added as follows: **3.1.9 OFFICE SPACE RENTAL AMOUNT-200 E Center, Ste B:** Lessee will pay approximately 750 square feet at \$900.00 Security Deposit and \$900.00 Lease per month at TCAG existing lease rate, this rate will include water and sewer for exclusive possession and use of the dedicated "Building" located at 200 E Center, Suite B, Visalia, Ca 93291. The additional \$900.00 per month will be due and payable and can be included in as a total amount to, the regular monthly rent for the office space.
 3. Lessee will also be responsible for their share of the Electric and the Gas will need to be transferred into their name by October 1, 2021.
 4. Lessee will be responsible for cleaning and stocking the common area restroom located at 200 E Center St, Suite B Visalia, Ca 93221.
 5. Lessor is willing to provide the necessary improvements and alterations to the approximate 750 square feet of available space located at 200 E Center St, Suite B Visalia, Ca 93291 (the "Building"), together with exclusive use of designated parking spaces (the "Premises"), and to enter a lease with Lessee, and Lessee desires to lease the Premises from Lessor. Design and alterations are specified under the terms and conditions set forth in Attachment A. A copy of the estimate is also attached.

6. Under "Rent and Other Payment" Part 3, added as follows: **3.1.10 OFFICE RENOVATIONS TO EXISTING EASE OFFICE SPACE 200 E CENTER, SUITE B:** Lessee will pay for half of construction of \$3,650.00 for renovations of existing office space located at 200 E Center St, Suite B, Visalia, Ca 93291 ("the Premises"). Lease terms to remain the same as existing lease. Renovations and construction designs are specified under the terms and conditions set forth in Attachment A.
7. Lessor agrees for Lessee to make necessary alterations to existing office space located at 200 E Center St, Suit B Visalia, CA 93291 ("the Premises") at no cost to Lessor which includes installation of data cables and phone lines, if necessary.
8. Lease Payment as specified in No. 4 this agreement under "Rent and Other Payment" Part 3, added as follows: **3.1.10 OFFICE RENOVATIONS TO EXISTING EAST OFFICE-200 E CENTER, STE B** commence date to begin the month following the completion of renovations. In which first months rent plus security deposit is due. Also, half of construction costs will be due.
9. Section 13.17 of the Lease is replaced in its entirety with the following language:
13.17 Notices
Except as otherwise required by law, all notices required to be given under this Agreement must be delivered to the addresses set forth below. Any notice, demand, request, consent, approval, or other communication required or permitted under this Agreement shall be in writing and either served personally or send by prepaid, first-class mail, and addressed to the other party at the address indicated below:

LESSOR: Cynthia C. Gregory
125 S F St
Exeter, Ca 93221
Or
Cynthia C. Gregory
P.O. Box 1129
Exeter, Ca 93221

LESSEE: Tulare County Association of Governments
Attn: Ted Smalley
210 N Church St., Ste B
Visalia, Ca 93291

Notice personally delivered is effective when delivered. Notice sent by first class mail shall be deemed received five (5) days from the date of mailing. Either party may change the above address by giving written notice pursuant to this paragraph.

10. Except as otherwise set forth herein, all the terms and conditions of the original lease, dated September 11, 2011, shall remain in full force and effect.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

LESSOR

Cynthia C. Gregory

By: _____

LESSEE

Theodore Smalley, Executive Director
Tulare County Association of Governments

By: _____

Runyon Construction
939 W Orchard Ct
Visalia, CA 93277
(559) 901-8755
runyonconstruction@yahoo.com



Estimate

ADDRESS

Beth Gregory
Downtown

ESTIMATE # 1061**DATE** 08/31/2021

DESCRIPTION	AMOUNT
Open wall, frame door opening, drywall repairs as needed.	
Supply and install a 36" door, paint door to match existing. Paint walls on both sides of the door to match existing.	
Install double sided deadbolt and lever handle.	
Remove half wall in office, repair drywall as needed. Paint wall to match existing.	
TOTAL	3,650.00

TOTAL**\$3,650.00**

Accepted By

Accepted Date