



MOTION NO. M2017-115

Ratification of Holdover and Amendment to Lease with Stacy and Witbeck, Inc. at 10901 Lakeview Avenue SW, Lakewood, WA

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	09/07/2017	Recommend to Board	Bonnie Todd, Executive Director of Operations
Board	09/28/2017	Final Action	Nancy Bennett, Property Management Manager

PROPOSED ACTION

Ratifies the lease holdover period and authorizes the chief executive officer to execute a lease amendment with Stacy and Witbeck, Inc. extending the term of the agreement at 10901 Lakeview Avenue SW, Lakewood, WA for five years until June 30, 2024.

KEY FEATURES SUMMARY

- Sound Transit owns a commercial building located at 10901 Lakeview Avenue SW, Lakewood, WA.
- Stacy and Witbeck currently leases 2,222 square feet of office and warehouse space from Sound Transit within this building.
- The term of this lease expired June 19, 2017, and has been continuing on a month-to-month basis.
- The original lease was signed under the CEO's signing authority. Leases in excess of five years require Board approval per Board Resolution 78-2.
- This action will ratify the lease holdover period from June 20, 2017, to August 31, 2017, and authorize a lease amendment to extend the term through June 20, 2024.
- The amendment will also decrease the square footage of the leased space from 2,222 square feet to 1,634 square feet.
- The rental rate for the extended term will be \$.66 per square foot per month.

BACKGROUND

Sound Transit owns a commercial building located at 10901 Lakeview Avenue SW, Lakewood, WA. Stacy and Witbeck has leased 2,222 square feet of office and warehouse space since June 22, 2012. Stacy and Witbeck has utilized the space for material storage and crew office related to their work on Sound Transit contracts. The term of this lease expired on June 19, 2017. The lease has continued on a month-to-month basis.

Motion No. M2017-58 awarded Stacy and Witbeck a contract to provide signal and bridge maintenance for Sound Transit's right-of-way from Tacoma-to-Nisqually as well as Everett and Lakewood layover yards from July 1, 2017, until June 30, 2024. This action would allow Sound Transit to continue this lease until June 30, 2024, aligning the term of the lease with the term of Stacy and Witbeck's maintenance contract.

FISCAL INFORMATION

Budget Table

Current Year Budget	Adopted 2017 Budget	Revenues Expected in 2017	Forecasted Future Revenue (Per Year)
Stacy and Witbeck, Inc.	5,633	12,313	12,941
Other Miscellaneous Revenues	12,007,317	12,007,317	-
Total	12,012,950	12,019,630	12,941

Notes:

Amounts are expressed in Year of Expenditure whole dollars.

Adopted 2017 Budget amount for Miscellaneous Revenues is located on page 15 of the 2017 Adopted Budget book.

SMALL BUSINESS/DBE PARTICIPATION, AND APPRENTICESHIP UTILIZATION

Not applicable to this action.

PUBLIC INVOLVEMENT

Not applicable to this action

TIME CONSTRAINTS

A one-month delay would create a delay to the tenant improvement and occupancy schedule.

ENVIRONMENTAL REVIEW

KH 8/18/2017

LEGAL REVIEW

JB 8/25/17

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A motion of the Board of the Central Puget Sound Regional Transit Authority ratifying the lease holdover period and authorizing the chief executive officer to execute a lease amendment with Stacy and Witbeck, Inc. extending the term of the agreement at 10901 Lakeview Avenue SW, Lakewood, WA for five years until June 30, 2024.

BACKGROUND:

Sound Transit owns a commercial building located at 10901 Lakeview Avenue SW, Lakewood, WA. Stacy and Witbeck has leased 2,222 square feet of office and warehouse space since June 22, 2012. Stacy and Witbeck has utilized the space for material storage and crew office related to their work on Sound Transit contracts. The term of this lease expired on June 19, 2017. The lease has continued on a month-to-month basis.

Motion No. M2017-58 awarded Stacy and Witbeck a contract to provide signal and bridge maintenance for Sound Transit's right-of-way from Tacoma-to-Nisqually as well as Everett and Lakewood layover yards from July 1, 2017, until June 30, 2024. This action would allow Sound Transit to continue this lease until June 30, 2024, aligning the term of the lease with the term of Stacy and Witbeck's maintenance contract.

The original lease was signed under the CEO's signing authority. Leases in excess of five years require Board approval per Board Resolution 78-2. This action will ratify the lease holdover period from June 20, 2017, to August 31, 2017, and authorize a lease amendment to extend the term through June 20, 2024. The amendment will also decrease the square footage of the leased space from 2,222 square feet to 1,634 square feet.

MOTION:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the lease holdover period is ratified and that the chief executive officer is authorized to execute a lease amendment with Stacy and Witbeck, Inc. extending the term of the agreement at 10901 Lakeview Avenue SW, Lakewood, WA for five years until June 30, 2024.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 28, 2017.



Dave Somers
Board Chair

ATTEST:


Kathryn Flores
Board Administrator