



414 W. Napa Street | 2<sup>nd</sup> Floor, Suite C | Sonoma, CA 95476  
Phone (707) 938-2388 | Fax (707) 938-0374 | [www.remif.com](http://www.remif.com)

Member cities/towns: Arcata, Cloverdale, Cotati, Eureka,  
Ft. Bragg, Fortuna, Healdsburg, Lakeport, Rohnert Park,  
St. Helena, Sebastopol, Sonoma, Ukiah, Willits, Windsor

## AGENDA

### REMIF EXECUTIVE COMMITTEE MEETING (TELEPHONIC)

Tuesday, January 26, 2020 at 1:00 p.m.

1. City of Cotati
2. City of Eureka
3. City of Lakeport
4. City of Rohnert Park
5. City of Sebastopol

Members of the public have the option of commenting and/or attending this meeting telephonically by dialing (669) 900-9128 (meeting ID: 891 0874 1346; passcode: 817676) or via Zoom at:  
<https://us02web.zoom.us/j/89108741346?pwd=dWR3OTI5WjBkM2JkdVpBR0NYdmRzZz09>

**CALL TO ORDER: 1:00 P.M.**

#### ROLL CALL

#### PUBLIC COMMENT

TIME RESERVED FOR THE PUBLIC TO OFFER COMMENTS REGARDING CONSENT CALENDAR OR BOARD BUSINESS NOT LISTED ON THE AGENDA. THE PUBLIC COMMENT PERIOD IS LIMITED TO FIVE MINUTES PER SPEAKER UNLESS ADDITIONAL TIME HAS BEEN ALLOWED BY THE CHAIRPERSON. STATE LAW PROHIBITS ACTION BY THE BOARD ON NON-AGENDA ITEMS.

#### COMMUNICATIONS

None.

#### PRESENTATIONS

None.

#### CONSENT CALENDAR - ACTION (A) AND INFORMATION (I)

Approval of the minutes from the REMIF Executive Committee meeting on November 23, 2020.

#### ADJOURN INTO CLOSED SESSION

1. Government Code Section 54956.95 – Conference regarding a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the joint powers' agency or a local agency member of the joint powers' agency.

Claimant: C. Alcala

Agency claimed against: City of Cotati



**REMIF**  
REDWOOD  
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INSURANCE  
FUND

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## **REPORT OUT OF CLOSED SESSION**

### **ACTION (A) AND INFORMATION (I) CALENDAR:**

1. Discussion and possible action on REMIF tenant request (A).

### **ADJOURNMENT OF REGULAR MEETING**



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## MINUTES

### REMIF EXECUTIVE COMMITTEE MEETING (TELEPHONIC)

Monday, November 23, 2020 at 2:00 p.m.

#### CALL TO ORDER:

The meeting was called to order at 2:01 p.m.

#### ROLL CALL:

##### PRESENT:

Larry McLaughlin, City of Sebastopol  
Darrin Jenkins, City of Rohnert Park  
Damien O’Bid, City of Cotati  
Kelly Buendia, City of Lakeport  
Pam Powell, City of Eureka (joined late, before adjourning into closed session)

##### ABSENT:

None.

ALSO, PRESENT: Amy Northam, General Manager.

**PUBLIC COMMENT** - None.

**COMMUNICATIONS** – None.

**PRESENTATIONS** – None.

**CONSENT CALENDAR** – None.

Approval of the minutes from the REMIF Executive Committee meetings on April 23, 2020, June 29, 2020, August 13, 2020 and October 27, 2020.

A motion was made by Director Buendia, seconded by Director O’Bid, to approve the consent calendar.

The motion carried 4-0 by the following roll call vote:

Ayes: Directors: O’Bid, Buendia, Jenkins, McLaughlin.

No: None.

Absent: Director Powell.

**ACTION (A) AND INFORMATION (I) CALENDAR** – None.

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## **ADJOURN INTO CLOSED SESSION**

1. Government Code Section 54956.95 – Conference regarding a claim for the payment of tort liability losses, public liability losses, or workers’ compensation liability incurred by the joint powers’ agency or a local agency member of the joint powers’ agency.

Claimant: Mendocino Christadelphian Ecclesia

Agency claimed against: City of Ukiah

2. Government Code Section 54956.95 – Conference regarding a claim for the payment of tort liability losses, public liability losses, or workers’ compensation liability incurred by the joint powers’ agency or a local agency member of the joint powers’ agency.

Claimant: J. Thompson, R. Thompson

Agency claimed against: City of Healdsburg

## **REPORT OUT OF CLOSED SESSION**

Staff will proceed as directed.

## **ADJOURNMENT OF REGULAR MEETING**

Meeting was adjourned at 2:24 p.m.



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## **ITEM: 1.0**

### **AGENDA ITEM SUMMARY**

**TITLE: DISCUSSION AND POSSIBLE ACTION ON REMIF TENANT REQUEST**

**PRESENTED BY: AMY NORTHAM, GENRAL MANAGER**

### **ISSUE/BACKGROUND**

As you may recall, the REMIF Board of Directors gave staff authority to enter into a lease agreement, working through and in consultation with the Executive Committee. As a reminder, REMIF owns the two-story building at the corner of W. Napa and 4th Street in Sonoma.

Upstairs suite: The upstairs is one suite: C. REMIF staff and REMIF files occupy roughly half of the upstairs suite. We had three open/empty offices but have rented one office to a tenant named SoloQuest (we share some common space).

Downstairs suite/s: The downstairs has two suites: A and B. The tenant in Suite A is a doctor's office (Dr. Winston Vaughn/Bass Medical Group). They have signed a long-term lease with REMIF.

As reported previously, we are seeking tenants for the open spaces (particularly Suite B downstairs), but the commercial real estate market is tough now. We have had some inquiries, but no offers. The tenant (SoloQuest) renting one office upstairs has expressed an interest in temporarily renting a part of the space in Suite B. She has proposed renting one room downstairs for \$425.00 per month (the same amount she pays upstairs) or \$106 per week. REMIF will still continue to find a long-term tenant for this space. She will rent just this one room while we continue our search for a tenant. She has submitted the attached proposal for your consideration.

### **FISCAL IMPACT**

\$106 per week.

### **RECOMMENDED ACTION**

Direct staff to enter into temporary rental agreement to rent one room in Suite B for \$106 per week.

### **ATTACHMENTS**

Request/proposal from tenant.

**Proposal to Rent Suite B space while it is vacant or until we can propose a more long- term rental agreement.**

December 15, 2020

SoloQuest Learning Center, a tenant of 23 years, currently rents an office (Suite D) upstairs. After the new carpet is installed, we plan to continue renting the office space.

Over the past 23 years we occupied part (1997-2002) of the downstairs of 414 W Napa Street. Then, in 2002 until 2018 we occupied the entire downstairs of the building. We moved into three offices in the upstairs of the building in July 2018 and moved out of two of them in March 2020 when we again rented part of the downstairs, Suite B, which we painted and wired and occupied until September 2020. We were forced to leave the space due to the pandemic when we resorted to 100% virtual learning.

One of our students (a 5<sup>th</sup> grader from Prestwood School) who has worked with us for over 2 years is in dire need of in-person supervision of his learning. He is a special education student. His school is not offering any in-person learning even to the students who most need it.

We realize we have a need to meet students in person again. The upstairs rooms are no longer an option for SoloQuest. The in- person instruction would start on a limited basis. In fact, just the one student right now.

I propose that SoloQuest be allowed to rent a room in Suite B for \$425 a month on a month- to- month basis or even for \$106 a week so we can vacate immediately if a lease offer for the entire Suite B comes to fruition. We would agree to pay the PGE for the time we are using the space.

I appreciate your consideration of this proposal. We were hoping to start when the spring semester starts which is the week of January 4<sup>th</sup>, 2021.

Deborah Stewart, Director

SoloQuest Learning Center