

## MEMORANDUM

**TO:** Finance, Expenditure and Legal Subcommittee

**FROM:** Dick Sklenar, Project Manager

**SUBJECT:** Purchase of Property for New Blair Office

**DATE:** December 2, 2008

The District's General Manager this month received a verbal understanding from the Natural Resource Conservation Service regarding their intent to relocate to the proposed new Blair office facility in Blair, Nebraska. Unfortunately, the General Services Administration (GSA) is now formally involved with all leases. A signed lease for the new location is expected to take at least 16 months from its initiation.

Earlier this year, the District entered into an option purchase agreement with the Blair YMCA for a parcel consisting of 1.8 acres for a total purchase price of \$100,000 plus closing costs. The option premium of \$10,000 was submitted to the YMCA in August of this year, and is credited towards the total purchase price. It is recommended that this option be exercised at this time.

In order to move the building progress forward, as soon as possible, it is also recommended that the Chairman appoint an Ad-Hoc Blair Office Consultant Selection Subcommittee at the December Board meeting. The sooner space needs are defined, designs completed and rental rates established, the sooner lease negotiations can be initiated.

- **Management recommends that the Subcommittee recommend to the Board of Directors that the General Manager be authorized to exercise the option and to execute all closing documents approved as to form by District Legal Counsel for the purchase of the 1.8 acre parcel from the Blair YMCA for a new Blair Field office, and that an Ad-Hoc Blair Office Consultant Selection Subcommittee be appointed.**